DCPL 2020 #2
1960-1969 Minutes

Clippings

WESTLAKE TIMES 6/10/64

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They will continue the study of opening at night with a view toward the problems of control of students, control of books, wandering around the building and providing of competent staff.

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CPS 2

Library Exchange Plan Is Approved

A cooperative library system that will allow the holder of a library card in any library in the county to take out books from any other participating library was approved by the County Board of Supervisors.

According to County Mgr. M. D. Tarshes, Burlingame, Daly City, Redwood City, San Bruno and San Mateo are in the process of adopting resolutions of intention to join the system.

Menlo Park, which now collects fees from the county for persons living outside its city limits who use its library, is reviewing if it wishes to participate, according to Tarshes.

"The most significant benefit of a cooperative library system is that additional federal and state aid is available for supporting library services, and that library patrons are availed of free access to services among participating jurisdictions," Tarshes reported.

The firm of Baxter, McDonald and Company was retained to determine what effect reimbursements for imbalances of services would be, Tarshes reported, and found that the program could be implemented without any measure of imbalances during the first year. After that it was recommended that reimbursements be made through exchanges of service rather than through cash transfers.

The state must approve the proposal under the Public Library Development Act. The system would be directed by an executive committee of representatives from the participating cities and the county.

"We've been waiting about 12 years to achieve this," County Librarian Virginia Ross remarked.

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Residents of Trailers Can Get Books

Residents who live in house trailers now can check out books from the Daly City library system.

The city's library commissioners set the new policy after hearing a report from City Librarian Sam Chandler.

He told them the San Mateo county library system gives cards to house trailer dwellers.

In other action, the commissioners received a list of materials placed on the closed shelves of the libraries that they will review. The commissioners will study the list and make recommendations at their February meeting.

The library will have a new branch in the Bayshore area at the start of the next fiscal year, July 1.

The commission authorized Chandler to have the Bayshore library withdrawn from the San Mateo county system.

Westlake

THE POST
1/22/64

Self-Charge at Library

The San Francisco Libra- will try out a new book borrowing system beginning tomorrow which is designed to cut the $90,000 to $100,000 annual loss in missing and damaged books.

William R Holman, City librarian, said yesterday the new procedure, which eventually may eliminate the need for library cards, will be tried only at the Noe Valley branch, 451 Jersey St. at the beginning.

The new system, called "self-charge," will require the borrower to identify himself and give his current address each time he withdraws a book. The library card and other identification would be used only to verify the borrower's signature.

Letters to the Editor

TO THE EDITOR:

I would just like to know what makes the appraiser think the property in this part of Daly City is so valuable and to re-appraise it at such an astronomical figure.

No one around here can grow anything on the back third of their lot (25x150). We don't have even a 'smidgeon' of a park, the library was built during the year "one"; ditto the Post Office. No shopping center. Transportation, so, so.

The building going on around here is disgraceful in design. Who wants it?

Most outrageous of all, the 13 cent or 18 cent raise (whichever it is) of the Jefferson Elementary School District. Now they have the consummate gall to ask us to vote for a $15-million bond issue.

Good grief, they had better come to their senses. How much more gouging are we going to have to take?

Won't they be satisfied until they kill the goose that lays the golden egg? Isn't a little economy and belt tightening in order? In fact, in all phases of our county government?

Results of appeals to the Board of Supervisors, and George Reilly of the State Board of Equalization have been nil. Everybody's hands are tied.

What gives?

Mrs. W. L. Richard
131 Abbot Avenue
Daly City.

12-22-65

The Book Shelf

Book Borrowing Soars in D.C.

Samuel Chandler

"THE PROVINCE and purpose of the public library," wrote Helen Haines, "is to provide for every person the education obtainable through reading."

As we mark National Library Week, we pause to see how able the Daly City Public Library is to meet its high purpose.

Currently, there are 44,952 books distributed in three libraries. This amount is 40,792 less than the American Library Association's minimum standard of 1.5 volumes per person. It is, however, 25,692 books greater than the figure of five years ago.

☆ ☆ ☆

A. L. A. STANDARDS call for one full-time or equivalent staff member for each 2,500 people. For Daly City, this would mean 29 full-time or equivalent employes. Currently, Daly City has nine full-time and the equivalent of eleven part-time employees, including book shelvers and menders.

The standard calls for enough professional staff members so one can be on duty in each branch and department at all hours the library is open to the public.

Daly City has but three professional staff members to serve two libraries that are open 16 hours a day and one that is open an average of four hours a day.

Despite statistics of inadequacies, the recent progress made by the Daly City Public Library is a story of co-operation and success. Fifteen years ago, the library contained 8,657 books that were borrowed 42,126 times. Ten years ago, the number of books had risen to 10,455 and the circulation to 60,101.

☆ ☆ ☆

BY 1960, Daly City had withdrawn its library from the San Mateo County Library System. It had become a department of the city government with a professional librarian administrating it under the direction of a library commission and the city manager. The total number of books was 23,247 and the circulation was 180,270.

Between 1960 and 1965 the Westlake library was erected and the Bayshore Library joined the system. The book stock increased 25,692 books as I indicated above. The circulation of these is in excess of 300,000. Besides books, the library provides pictures, phonograph records, reproductions of great art, pamphlets, periodicals and newspapers.

In my opinion, much of the progression can be traced to the enlightened policies of the Daly City Council and of the men and women it has appointed to be library commissioners. As one councilman said: "We've made a good start."

☆ ☆ ☆

A SPECIAL tribute should be paid to Dr. Farber after serving for 10 years as a member of the Library Commission.

During several of these years, he served as the chairman of that body. Always he has provided fresh ideas that can be seen in the operations of the entire library system. Some of these ideas were included in the erection of the Westlake Library.

Together with Mrs. Andrew Hanselman, Dr. Farber has served on the Library Commission since its formation. His wise counsel will be sorely missed by the patrons of the Daly City Public Library.

Let me extend a special invitation to all citizens of Daly City to visit the Public Library during this National Library Week. The libraries are at 275 Southgate Avenue, 6351 Mission Street and 129 Acacia Street in Bayshore.

5-23-73

5-23-73

Library Special Program

Library Outreach Volunteers Etc., a Westlake Library project since July 1972, will present a program of entertainment tomorrow, from 2:30 to 4 p.m., at the Saint Francis Heights Convalescent Hospital, DC.

Folk singers, the demonstration of cassette players (made possible through a grant by the Lion's Club), and refreshments, are on the agenda.

Westlake Library is a member of the Peninsula Library System, which operates under a federal grant. All public libraries in San Mateo County, except South San Francisco and Menlo Park, cooperate jointly with the system to offer the LOVE program.

The project was designed to bring library service to people who cannot get it, according to Ed Cavallini, who heads the LOVE program at the Westlake Library. Mrs. V. S. Stratton is in charge of volunteers.

Westlake Library serves convalescent hospitals, individuals stuck at home, the immobilized, etc., by offering film programs at the hospitals. Library volunteers go out, usually monthly, and bring books and materials selected to the interest of the readers.

Anyone interested in becoming a library volunteer, or taking up the LOVE program in San Mateo County, may contact the Westlake Library for more information.

5-23-7

$353,000 Sharing Plan

By Steve Hensch

The Daly City Council Monday night found out with whom it may be sharing its $353,000 in revenue sharing funds.

City Manager David Rowe released his recommendations for distribution of the money, including the Daly City Information and Referral Center among the beneficiaries.

The council will approve or modify the city manager's recommendations at a special meeting May 21.

Rowe recommended that the center, which is jeopardized financially by federal cutbacks in social programs, be funded for a full year—$32,500—under city control.

In a written release, Rowe stated: ". . . the city should not abrogate its responsibility to direct the expenditure of funds . . . to an agency over which it has no control."

Rowe told the council that four city departments, including planning and treasurer's office, had budgets in the same range as the referral center's.

The chief problem between the city and the center while negotiating for the funding arose from the center's requests for full autonomy

Late last week, Rowe said full control over the center would probably include moving it into city hall. The center's office is currently at 6634 Mission St.

Major appropriations also recommended by Rowe included:

• $60,000, library materials and equipment for new Bayshore and Serramonte Branch libraries, a $10,000 increase because of budget decreases caused by Senate Bill 90.

• $58,000, expansion of the Lincoln Park Clubhouse and senior citizen facility, an $8,000 increase over the requested sum because of rising construction costs.

• $60,000, replacement of deteriorated street light poles and lamps and introduction of mercury vapor lamp units into the lighting system.

• $25,000, initial construction for the Morton Ave. tot-lot.

• $23,000, parking lot for Westlake Park and its new community center.

• $22,000, emergency reconstruction of roughly 370 feet of the Vista Grande storm drain channel.

• $12,700, closed circuit cameras for further additions to city hall surveillance network.

• $10,000, two new police cars.

Nine other fund requests, ranging from $300 to $9,000, were submitted by Rowe to the council.

Seveal major requests, including a $206,000 allotment for retention of city employees hired under the federal Emergency Employment Act, were taken out of the picture when funding through December 31 was guaranteed by the federal government.

"Many requests of substantial merit were turned down due to limited funds available," Rowe said. "Most (of these) will be resubmitted for future revenue sharing consideration."

Rowe's suggestions left $10,000 in a contingency fund, which, if not used, could be carried over into the next revenue sharing period.

Rowe also said the council should hold a public hearing on June 11 to consider requests for allocations of funds for the next six-month period covered by the funds.

"Though we won't get the money until August or September, the federal government requires an approximate expenditure outline by July 1," he said.

5-23-73

DC Friends Spanish Puppet Show

Original puppets will perform in Spanish in a specially designed puppet theater at the annual meeting of The Friends of the Daly City Library tomorrow at 8 p.m. at the Westlake Park Clubhouse, Lake Merced Blvd.

The puppet show will be a feature of the Spanish heritage evening program under chairmanship of Mrs. James Hough, director of The Friends. Margarita Studemeister, Peninsula Library System librarian, in charge of the system's Spanish language project, designed both the puppets and the theater.

Mrs. Julia Monares, school and community liaison for bi-lingual students, Jefferson High School, will also contribute to the program.

On display for the first time will be a sampling of the advance collection of 300 volumes of children's, young adults' and adults' books and 50 records provided by the Peninsula Library System's project. Last year The Friends contributed $300 as a gift toward Spanish language books for the library. The Spanish collection, which will include periodicals, will be housed in the John D. Daly Library.

A meeting will precede the program. A brief annual accounting will be given, including results of the recent book fair, report on the champagne reception and silver tea inaugural for the building fund, and the status of the building fund to date. Election of officers is also on the agenda.

Following the entertainment, refreshments will be provided by hospitality chairmen Mmes. Thomas Donohue and Anthony Barichievich.

The public is urged to attend this free family night program.

5-23-73

Council Adopts Revenue Sharing List

Daly City Council played Santa Claus Monday night, distributing $343,000 in revenue sharing funds to city departments and organizations.

The council adopted each of City Manager David Rowe's recommendations for distribution of the funds, including full budget funding of $32,000 for the beleaguered Daly City Information and Referral Center.

Among the beneficiaries:

• Bayshore and Serramonte branch libraries, $68,000 for the purchase of books and employment of summer aides.

• Replacement of deteriorated street lights and increased lighting, $60,000.

• Expansion of Lincoln Park Clubhouse for senior citizen facility, $58,000.

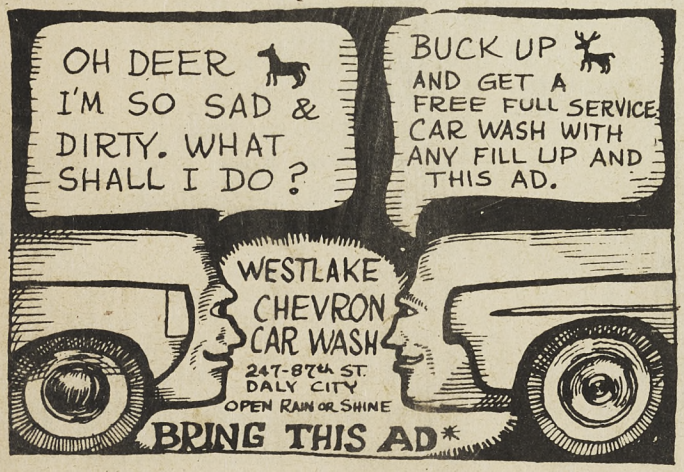
• Initial construction of Morton Ave. tot lot, $25,000.

• Parking lot for Westlake Park, $23,000.

• Emergency reconstruction of 370 feet of the Vista Gradne Storm Drain channel, $22,000.

• Closed circuit television security system for additional sections of City Hall, $12,700.

• Two fully-equipped police patrol cars, $10,400.


OH DEER I'M SO SAD & DIRTY. WHAT SHALL I DO?
BUCK UP AND GET A FREE FULL SERVICE CAR WASH WITH ANY FILL UP AND THIS AD.
WESTLAKE CHEVRON CAR WASH
247-87th ST. DALY CITY
OPEN RAIN OR SHINE
BRING THIS AD*

Other expenditures helped with funds from revenue sharing include power rescue tools; portable radios, highway crash rescue vehicle, employment of summer junior recreation aides, and health services for the Guadalupe Health Center.

Several major requests for funding, particularly for continuation of the Police Community Relations Program and the employment of eight city employees hired under Federal Emergency Employment Act, were skipped by Rowe because federal funding for the two programs was assured.

The strings attached by the city to granting a full year's budget to the Information and Referral Center, which had lost much of its funding because of federal cutbacks in social service programs, include placing the office in city hall and under the control of the city.

In a letter to the council Rowe noted that four city departments had budgets equal or less than the budget for the center.

Some of the directors on the center's board aren't happy about the strings, but so far haven't publicized what they plan to do.

They were seeking half funding for a year without any city control.

Though the resolution for the grants was approved by the council with little discussion, Councilman McRobert Stewart pushed through a motion to grant $4,000 from the fund's $10,000 reserve to further hiring by the city of young people this summer, if needed.

"It looks like it's going to be a bad summer for young people in terms of jobs," Stewart said.

The council agreed to hold the money in readiness if expected Neighborhood Youth Corps funding from the federal government didn't materialize.

Though a number of requests for funds had to be turned down, Rowe assured the council that, at future revenue sharing hearings, their sponsors would be able to request money.

1960

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
January 13, 1960

MEMBERS PRESENT: Dr. Farber, Sarah Kelachava, Frank De Martini, Maude Hanselman.
MEMBERS ABSENT: Clifford Dignam
GUESTS: John Gloe, Architect, Samuel Chandler, Librarian

The Commission recommended that a letter be sent to the Council asking that Mr. Gloe be authorized to write up the specifications for the furniture and landscaping and all other matters to complete the job. The fee to be $1,000.00 This letter should be received by the Council for their study session on Thursday, January 21, 1960.

Mr. Gloe reported that the building of the library has begun and is proceeding on schedule.

The furniture plans, prices, and colors were studied by the Commission and a special recommendation made that the small items for the library be purchased from Daly City merchants if the price is comparable.

The library needs 1,000 more county registered library users within the next six months in order to qualify for the county funds agreed on in the contract between the city and county. This is a project that Friends of the Library could help accomplish.

There being no further business, the meeting adjourned at 10:30 P. M.

Maude Hanselman

Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
February 10, 1960

MEMBERS PRESENT: Dr. Farber, Sarah Kelachava, Frank De Martini, Clifford Dignam, Maude Hanselman.
MEMBERS ABSENT: None

GUESTS: Sam Chandler, Librarian, Loris Irick, Cecil Saarinen, Maxine Gates, Rose Marie Kraus and Velma Yule

Mr. Chandler reported that the council had not acted on the Commission's letter asking that Mr. Gloe be authorized to write up the specifications for the library furniture for a fee of $1,000. Mr. Chandler and Dr. Farber will meet with Mr. Hupf next week to discuss an approximate figure of the total cost of the furniture ($30,000) in order to relate it to the fee.

It was decided to wait until the new City Manager arrives before work is begun on the new budget.

The monthly library report was received and discussed. It was noted that although the circulation for January, 1960 is less than January, 1959, it is still higher than January, 1958.

Several members of the library staff attended the Commission meeting in order to register a few complaints and grievances and to have some questions answered regarding their working conditions.

Mr. Chandler read a lengthy paper on the procedure that should be taken by the Commission on hearing staff complaints. However, as this was just an informal discussion among the library staff and the Commission in order to bring a better spirit of understanding among all concerned, the Commission members were not too happy about some of the material included in the letter.

Dr. Farber called on each staff member present to discuss her particular problem and after hearing each in turn, the board felt that two situations needed clarifying.

1. Evaluation of the Daly City library stock of books.
2. Mrs. Saarinen's wish to continue working in the Daly City Library.

After some discussion about the book stock and the transferring of some books to Westlake, the Commission decided it is not in favor of taking books from the Daly City Library in order to fill the shelves in Westlake; thereby leaving the Daly City Library unbalanced. Mr. Chandler said that he would notify the Commission before any books were removed.

Mrs. Saarinen said she did not have transportation, and it would work a hardship on her if she should be called upon to work at the Westlake Library. Mr. Chandler stated that she could continue working in the Daly City Library, however, it may mean that someone else will have to be trained to take over her particular tasks.

BOORUM & PEASE "NOTEAR" ®
BOORUM & PEASE "NOTEAR" ®

After hearing all express themselves, the Commission feels that probably some of the difficulty stems from too little space in which to work and the fact that the library is understaffed.

Dr. Farber said that only with a strong and firm administrator and a spirit of cooperation and harmony among the staff members and with the librarian can the library serve the patrons in a satisfactory manner.

Maude Hanselman

Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION.
City Hall, Daly City, California
March 9, 1960

Members present: Dr. Farber, Clifford Dignam and Maude Hanselman

Members absent: Sarah Kelechava and Frank De Martini

Guests: Samuel Chandler, Librarian and John Gloe, Architect

Dr. Farber read a letter he had written to the new City Manager, Mr. Edward Frank, extending him a cordial welcome to Daly City and inviting him to the Commission meeting. In reply, Mr. Frank thanked the Commission for the letter and stated that he would not be able to attend the March meeting, but hoped to be present in April.

The Commission members were pleased to hear that Mr. Frank had phoned the State Librarian in Sacramento asking for assistance in specifications for the furnishings for the Westlake Library. Mrs. Zimmerman replied in a special delivery letter that the state would be glad to provide consulting service relative to the furnishing of the new library. The Commission was in favor of having Mr. Frank arrange a time schedule suitable to all concerned. Mr. Chandler was asked to notify all library furniture companies of the new library and to ask for bids from them.

Mr. Chandler reported that the budget must be ready by March 15, 1960, and it will be presented to the Council on April 16. Mr. Frank will require written justification for each changed item on the budget. The Commission studied the budget carefully item for item with Mr. Chandler. The Commission recommended under salaries that the following changes be made:

Librarian I -- from 12 to 13
2 clerks graded up to 10
2 clerks graded up to 8
City librarian from 16 to 19
full-time custodian

Mr. Chandler was directed to write the needed justification for each change. He will meet with the personnel board on March 10, 1960.

Mr. Gloe reported that the new library was on schedule and perhaps will be ready in two months. Mr. Gloe will discuss the color scheme of the ceilings, walls and floors with Mr. Chandler and the Commission with the idea of coordinating the furniture colors later.

The budgetary report was carefully studied and Mr. Chandler was directed to buy books to the total amount of the book budget.

The Commission members hope to visit other new libraries in the area in the near future.

There being no further business, the meeting was adjourned at 10:40 P.M.

Maude Hanselman

Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
April 13, 1960

MEMBERS PRESENT: Dr. Farber, Frank De Martini, Sarah Kelechava and Maude Hanselman
MEMBERS ABSENT: Clifford Dignam

GUESTS: Sam Chandler, Librarian, Mrs. Stites, President of the Friends of the Library, Rose Marie Kraus, Children's Librarian, and Mr. Ed Fran, City Manager.

Mr. Chandler submitted the specifications for the library furniture to Mr. Frank and Mr. Evans after being checked by the State Library. Bids can now be advertized in the paper on April 21, opened by the Council on May 5th and awarded on May 9th. The colors will be chosen at a later date.

Mrs. Stites made an interesting and complete report on the Governor's Conference. There were 450 librarians and friends registered and the State Librarian presided. Governor Brown was the first speaker. He called for more enlightment and leadership in library services. More leisure time brings a need for more libraries which are a center of learning. The amount of $1.86 per capita per year is spent on books. Governor Brown suggested more cooperation amoung present libraries and a plan for state aid for libraries that keep up certain standards.

Professor McCormack of Claifornia has done much to rehabilitate prisoners through books and he said we must learn or we may perish. Mr. Costania, Librarian of Long Beach talked on library problems saying that much library service is sub-standard and library scope is very uneven and unlimited with

45	libraries	serving	100,000 people
110	"	"	35,000 "
40	"	"	7,500 "

The shortage of librarians is caused by low salaries. Mrs Stites reported that the group then deivided into 18 sections, each section discussing 12 questions. Young people in the libraries seems to be a problem all over the state. Two suggestions were:

1. That each teacher be trained in library practice
2. That children should be instructed in library use in the elementary schools.

A report of the Conference will be printed and sent to all who attended. Mr. Chandler reported that all libraries are involved in the problem of serving the schools. Many suggestions were made, among them--school libraries should remain open until five o'clock and home work be done there--state help for schools in buying library books--schools should share the responsibility of library service to the student--library board and school board could meet and iron out the problems.

There was some discussion of a cooperative association of libraries in the Peninsula.

The Commission members were happy to have Mr. Frank attend the meeting and enjoyed his remarks, especially when he asked if anyone knew the correct name of the Daly City form of government. The correct term for our form of government is Council-City Manager. This form of government for cities is a relatively new way to govern. The Mayor-Council form may be 500 or 600 years old. There was more enlightening discussion on city government and impending library situations in the state, county and city. Mr. Frank said that land must first be set aside for civic buildings such as fire houses, recreation and library before any new annexation request is granted.

The library budget has not yet been approved.

The library reports were received and studied.

After a study of the new library plans, the Commission recommended that shelving be installed around the available walls of the basement.

Maude Hanselman

Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
May 11, 1960

MEMBERS PRESENT: Dr. Farber, Frank De Martini, Sarah Kelechava, and Maude Hanselman

MEMBERS ABSENT: Clifford Dignam

GUESTS: Sam Chandler, Librarian

Mr. Chandler said that he would mail the reports of the previous month.

The Commission members were sorry to hear that Mrs. Irick will resign on June 1, 1960, also that the page, Richard Buetler is leaving on May 15, 1960. He stated that if in place of one Assistant II, Librarian, two part-time clerks be hired as extra help at $1.25 per hour that the night work could be better distributed. Monday and Tuesday evening and Saturday are the critical times when extra help is needed. Mrs. Gates will take Mrs. Irick's position. The part-time help would be classified as Library Assistant I on an hourly wage working 20 hours per week. The City Manager has approved this arrangement.

When the new library is finished and ready for use, Mr. Chandler hopes to place the staff in the following manner:

Daly City	Westlake
Miss Jackson	Mr. Chandler
Mrs. Saarinen	Mrs. Yule
Mrs. Gates	Miss Kraus
Tom	and the new people

A letter was read from Miss Jackson stating that due to the physical handicaps of her mother, she would like to remain in the Westlake Library in order to be near her in case of an emergency. The Commission members feel that this is a matter of administration and directed Mr. Chandler to take care of it to the best interests of the library.

Eleven bids for the furniture are out and they will be opened and presented to the Council on May 23. The furniture must be delivered before September 15, 1960.

As the County Manager, Mr. Stallings, told Mr. Frank that the county contract will not be renewed this year, the Commission recommended to the City Manager that the county residents be asked to pay $10 per year for Daly City Library service. This should be publicized in every possible way stating that as the county has not renewed the contract, this amount is necessary.

The commission wishes a letter sent to the County Supervisors with a complete explanation and also one should be sent to the Friends of the Library, the school district and all other parties interested in the welfare of Daly City. The newspaper should also carry the reasons for the $10 fee and a notice should be placed in the library.

With a drawing of the floor plan of the new library and color charts and chips of tile, the Commission chose some of the colors to be used in several rooms. The Commission hopes that the completed library will be a colorful and cheerful place in which to work and one that the public will enjoy using and visiting.

There being no further business, the meeting was closed at 10:oo P. M.

Maude Hanselman

Maude Hanselman, Secretary

BOORUM & PEASE "NOTEAR" ®

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
June 15, 1960

MEMBERS PRESENT: Dr. Farber, Sarah Kelechava, Cliff Dignam, Maude Hanselman
Members Absent : Frank De Martini
Guests: Samuel Chandler, Librarian

Mr. Chandler reported that Remington Rand had signed the furniture contract for the Westlake Library and the Ames Company will furnish the stacks. The books and sundry furniture bids will go to the Council on June 23. The total furniture bid is $23,000 with a request for $10,000 for books. Remington Rand will submit four color schemes for upholstery and woods to the Commission for their consideration.

Mr. Chandler read considerable correspondence between Daly City officials and the County Librarian. A letter from Mr. Frank to Mr. Stallings offering the exchange services with the county was answered by saying that the County would not find it possible to pay Daly City for library services extended to county residents. The Commission members asked Mr. Chandler to once again explain to the public that Daly City cannot furnish library service to county residents who do not pay the city library tax unless the county reimburses Daly City for this service. A charge of $7.50 per year may be paid by county residents who wish to use the Daly City library.

It was reported that Mrs. Stella Jensen had given a set of Harvard classics for the new library.

The 1960-61 budget based on a .20 tax has been submitted to the proper officials and is being studied.

Three part-time people have been hired, each working 19 hours per week with a salary of $1.25 per hour. Mr. Chandler feels that this allows more flexibility in managing for night work.

The May report was received and it was noted that the total circulation was 16, 961. Daly City owns about 25,000 books.

Dr. Farber asked about library loans now that the library is not affiliated with the County. Mr. Chandler reported that loans will be made with the state library and the procedure was discussed.

The Commission directed Mr. Chandler to continue collecting material and information on the early founding and history of Daly City.

The Friends of the Library have given $50 to be used for records for the new library. Mr. Chandler purchased a Philharmonic Family Record Library of Great Music in 20 albums and a collection of records of great literature in foreign languages. A letter of thanks will be sent to the Friends.

There being no further business, the meeting was adjourned at 10:30 P. M.

Maude Hanselman
Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
City Hall, Daly City, California
September 14, 1960

MEMBERS PRESENT: Dr. Farber, Sarah Kelechava, Maude Hanselman
Members Absent : Frank De Martini, Cliff Dignam
Guests: Samuel Chandler, Librarian, Mrs. Alberts, Mr.John Mc Nellis, and Mr. Tim Christen.

No meeting was held by the commission during the vacation month of July and as only two members, (Dr. Farber and Maude Hanselman) were present in August no actual business was considered at this time.

Election was held and Dr. Farber and Maude Hanselman were unanimously re-elected president and secretary respectively.

Mr. Chandler explained that several east Daly City residents had attended the last council meeting asking that several rumors about the Mission street library be cleared up. A letter written by Mr. Chandler to Mr. Frank was read and will be published by the Record. This letter assured all residents that the Mission street library will remain open and that the collection of books will remain intact and only duplicate books or unused reference books will be removed. The library and the commission are working to build up a fine library system for all of Daly City to be used by all its residents. It is to be hoped that several questions asked by the visitors were answered satisfactorily.

The overdue notices problem was brought to the attention of the commission. Mr. Chandler said that after two notices are sent a third letter composed by the city attorney is mailed. Some library users have taken exception to this notice, however after hearing the letter read the commission approved of its continued use. This letter should be typed, not mimeographed and is not sent until about 6 weeks have elapsed.

It has been found that the dinner hours 6 to 7 are so slow that the staff could be used to better advantage at another time. In this case the commission feels that both libraries can be closed from 6 to 7 after the new library is open. This change of hours will be publicized in the paper.

The stacks are in the new building and the furniture is on the way. The commission directed Mr. Chandler to move the stacks in any way to suit the new library and to make the work easier. Remington will install the furniture on September 22. On this day Mr. Chandler will speak to the friends and the Y.W.C.A. at the Westlake Bowl. Subject: "Getting to know you." A tour for this group will be conducted through the library after the coffee hour. The commission is invited to attend this get-together.

The commission hopes to hold an open house of the new library for all of the Daly City residents on September 29 and 30th. The dedication is planned for Saturday, October 15th with invitations to be sent all city officials and commissioners and past library commissioners. The friends will help in the dedication of this long awaited building.

The reports will be mailed also the yearly report which is nearly completed.

The Westlake branch has been closed and all materials moved to the new building. Several of the staff members are working and the cataloging of books goes on at the new library.

Mr. Chandler says that about $4000.00 have been spent out of the $10,000.00 budgeted for books. A number of Memorials and gifts of books have been received. The commission suggested that a thank you note be sent to each contributor.

There being no further business the meeting was adjourned at 10:45pm.

Maude Hanselman

Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate, Daly City, California
October 12, 1960

MEMBERS PRESENT: Dr. Farber, Sarah Kelechava, Maude Hanselman
Guests: Samuel Chandler, Librarian.

Mr. Chandler distributed the September library report which was studied and discussed.

The librarian reported that he had subscribed to a record service for $125.00 per year. Seventy five records of RCA classical and semi-classical music will be received each year. The following years the records will cost less. A discussion in the best way to circulate this latest cultural addition to the library was talked over.

Under a general discussion with the librarian regarding a re-arrangement of the work schedule and a new division of the work load among the staff the commission members gave its consent to his plan.

Many things were considered such as salary adjustments, children's use of the library, furniture plans, talks to the schools and the book collection. Many books are being bought at a great savings, both fiction and reference.

The plans were made to start a framed picture collection for circulation. It was decided to purchase 20 pictures and 15 frames from a Santa Monica firm. The pictures will be 16" x 20" and 22" x 28" in size with frames from which they may be removed. The commission will select the pictures thought to be the most popular.

The furniture has been shipped and plans were made for the dedication as soon as it arrives.

Mr. Chandler attended the Library Conference at Pasadena and he gave the commission some of the "hi lites" of the week.

Mr. Chandler was asked to have a switch for the lights installed in the meeting room.

The meeting was adjourned at 10:30pm.

Maude Hanselman

Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate, Daly City, California
November 9, 1960

MEMBERS PRESENT: Dr. Farber, Sarah Kelechava, Maude Hanselman
Guests: Samuel Chandler, Librarian, Joybelle Jackson, Rose Marie Kraus

Mr. Chandler gave an outline of the staff arrangement of work. He expects Miss Jackson to do the administrative work at the Mission street library also most of the reference work and to work with the children and the public. Miss Kraus who will work at the new library as reference librarian and children's librarian will also be called upon to do some of the routine work. He asked for the complete loyalty of the professional staff. The work schedule has been evenly divided between the two libraries.

Mr. Muller, the new elementary school librarian will help channel school visits to the public libraries.

Miss Krause will attend the conference at Sacramento where ideas between city and state libraries will be exchanged.

Inter-library loans were discussed and explained.

The board asked Mr. Chandler to have the city install more electrical circuits in the Mission street library so that the inside and also the outside may be more efficiently lighted. When the building is painted it was suggested that a new and more colorful paint be used.

A one day institute of the Public Library of Central California will be held at San Jose on Nov. 18 at the St. Claire Hotel. "Library Legislation - Whose Responsibility" will be the theme. 9:30 to 4:30. Mr. Chandler will write for two reservations for Dr. Farber and Mr. Chandler with ~~Miss Kraus~~ Maude Hanselman as an alternate.

The plan for the orderly flow of work in the work room of the new library was explained and discussed and the board learned that 900 books had been acquired in October. The work schedule for the new library has been planned in order to have one part time worker at the desk each morning with help as needed by the regular staff. The afternoon and evening schedules have been worked out to the satisfaction of all concerned.

As part of the furniture has arrived the library will unofficially open on Monday, Nov. 14 with a formal dedication planned when all the furniture has been placed.

The reports were received and accepted.

The meeting was adjourned at 9:45pm.

Maude Hanselman

Maude Hanselman, Secretary

1961

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Ave., Daly City, California
January 11, 1961

MEMBERS PRESENT: Dr. Farber, Sarah Kelechava, Maude Hanselman

GUESTS: Samuel Chandler, Librarian

No meeting was held during the month of December.

Mr. Chandler told the Commissioners that the department administrators were asking the Personnel Board to change the probationary period of new civil service employees from six months to 12 months. After explaining his preference for one year, the Board concurred in this decision and agreed to have this fact incorporated in a letter.

A letter of resignation was received from Commissioner Clifford Dignam saying that he had been transferred to Sacramento.

The library reports were distributed and studied, with December, 1960 showing a total circulation for both libraries of 13,571.

Mr. Chandler has an appointment to talk to Miss Ross, County Librarian, on January 17 regarding a trade of services between Daly City and the county. Daly City would like to ask for the following:

1. 8,000 books from county stock
2. Draw on county stock
3. Use of reference service
4. County circuit collections (semi-popular)
5. Any Daly City resident may use any county library

In return, Daly City will serve any county resident.

The Commissioners were sorry to hear that Cecil Saarinen, a valued, and long-time employee had retired from the library. In her place two new people have been hired. Both have had some library training.

The librarian has asked for more lighting inside and outside of the Mission Street Library. The rest room is now being repaired and after this is finished, the City may find time to wire the building for more adequate lighting. Mr. Chandler was advised to keep asking for this most important requirement.

It was suggested that when the outside is repainted, that the name on the building be painted a contrasting color.

The amount of two cents is being put aside from the Daly City sales tax for the future needs of the libraries.

A man has been hired to work each night at the Mission Street Library to help the librarian keep order and quiet. Mr. Chandler will send

a note to Miss Jackson telling her to advise him to be very firm with the children.

Mr. Chandler reported that the part-time help is working out satisfactorily.

Dues for C.L.A. will be sent in for Dr. Farber, Sarah Kelechava, and Maude Hanselman.

The pictures and frames are being processed for lending and will be an added feature of the library in the near future.

The meeting adjourned at 10:15 P. M.

Maude Hanselman

Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Ave., Daly City, California
February 8, 1961

MEMBERS PRESENT: Dr. Lionel Farber, Sarah Kelechava, Maude Hanselman, Mayre Albert and Gertrude Kendree

GUESTS: Samuel Chandler, Librarian, Mr. Albert

Mr. Chandler distributed the January library reports which were discussed and studied. Total circulation of library books showed an increase of 2,251 over the same month in 1960.

The budget of salaries has been adjusted to allow for payment of the retroactive salary increase to all city personnel granted by the City Council.

Plans were made for the dedication and open house of the new library which will be on February 19, 1961 from two to five P. M. Two hundred invitations have been printed and will be sent to all near-by libraries, schools, city council, all commissioners, past and present and anyone really interested in libraries. It will also be publicized in the local papers. The Friends of the Library have very kindly offered to serve the refreshments which will be punch and cookies.

A tentative program was outlined by Mr. Chandler. The librarian will welcome all present and then introduce Mr. Frank who will present the library to the city after which the Mayor will respond. Dr. Farber will say a few words and introduce the commissioners.

Two newly appointed commissioners, Mrs. Kendree and Mrs. Albert were present for the first time thus bring the total membership once again to five. Copies of minutes of the January meeting will be made for the new members. Also a copy of the by-laws will be mimeographed for each. The duties of the Commission were explained briefly to the new members. As Roberts Rules of Order procedure is used at the meetings, Mrs. Albert asked Mr. Chandler to order the book for her and to send the bill to her. It was noted at this time that the Commission meetings were usually conducted in a very informal manner.

Mr. Chandler reported to the Commissioners that he had met with Miss Ross, County Librarian, regarding a contract with the County. As this must go to the county attorney and the supervisors, we will not know the outcome for some time. Mr. Chandler was directed to call Miss Ross from time to time for her answer.

The city has called for a list of capital maintenance projects that may be needed for each library during 1961-1962. Miss Jackson has named several improvements necessary at the Mission Street library.

The Commission suggested that a door be cut through the meeting room from the kitchen in order to save many steps in the new library. Also the lights in the library parking lot should be on until the library is vacated at night. Mr. Chandler was directed to ask the city for parking signs for this same lot, thus making the space available to library users only.

Mr. Chandler reported that the record albums are being processed and will be placed in a special file. He has written to the

State Library for information about the procedure for distribution.

A letter from Dr. Farber was read to the Commission saying that he deeply regretted the necessity for his resignation from the Board. He has been awarded a fellowship for the O.E.E.C. and will be away in Europe for five months. It is to be hoped that a leave of absence may be arranged so that the Commission will not lose a dedicated library Chairman.

There being no further business, the meeting was adjourned at 10:30 P. M.

Maude Hanselman

Maude Hanselman, Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
March 8, 1961

MEMBERS PRESENT: Maude Hanselman, Mayre Albert, Gertrude Kendree, Sarah Kelechava

GUESTS: Samuel Chandler, Librarian; Mr. Albert

Mr. Chandler pointed out that Dr. Farber's recent letter of resignation had not been accepted by the City Council, but rather that he has been granted a leave of absence. Thus, a vacancy does exist on the Commission, and Mr. Chandler suggested that a Chairman pro tem and Secretary pro tem be elected. It was moved by Mrs. Kendree, seconded by Mrs. Albert, and the motion was carried that Mrs. Hanselman serve as Chairman pro tem. It was moved by Mrs. Kendree, seconded by Mrs. Hanselman, and motion carried that Mrs. Kelechava act as Secretary pro tem. There was some discussion as to what might happen in the event the Chairman pro tem is absent. Mrs. Albert moved that when the Secretary is presiding as Acting President or Chairman, an Acting Secretary be chosen by the Commission. Mrs. Kendree seconded the motion and the motion was carried.

Mr. Chandler then advised that Mr. Brown had stated that the reading of the minutes at the Commission meetings was not necessary, but that each member should be furnished a copy of the minutes. Mrs. Kendree agreed with this, stating that occasionally, in a month's time, the order of business os forgotten and that receiving a copy of the minutes would be most helpful. Therefore, it is the wish of the Commission members that we continue mailing the minutes to them, and this will be done.

Along these lines, Mr. Chandler reported that the Commission might adopt one of two plans for the taking of the minutes at the meetings. One is to have a member of the library staff attend the Commission meetings, take the minutes, type up same, and send them to the Secretary for any corrections. The City employee will then proceed to type the copies and mail them to the trustees. The second plan is to name the City Librarian as the Secretary and have the minutes submitted to him. The first plan met with the approval of the Commission and a motion was made, seconded, and carried that we select a member of the Library staff to take the minutes at the Commission meetings and type same. She would be paid her regular salary while performing this duty.

The two newly appointed members were furnished with copies of the minutes of the January meeting and all members were given a copy of the By-Laws. Certain sections of the Original California Education Code set up the functions of the Library Commission. From the law, the by-laws were drawn up. The entire Code is available in the City Hall, and certain sections of it are available in the library.

Commission members were advised that the Golden Gate District meeting will be held on April 15th at Redwood City. Mr. Chandler suggested that those of us that can should plan to attend this meeting as it should be interesting and beneficial. Further details as to time, place, etc., will be given at the next meeting.

Library Service Bill: Mr. Chandler called attention to the Public Library Service Bill, Senate Bill #789, which has been introduced by Senator Farr. He

pointed out the advantages of entering into such a cooperative system as outlined in the Bill, which this year has more of a chance of passing as we do not have the opposition from certain sections in the Southern part of the State. In a communication from the California Library Association we have been asked to write letters to the Senators responsible for this Bill. It would be effective if each commissioner would write a letter, as a trustee, to Senators Dolwig and Francis at the Senate Office Building in Sacramento.

The Librarian stated that letters of thanks are being sent to various individuals and organizations that assisted with the dedication of the library on February 19th, 1961.

Old Business: Parking lights; There will have to be a change in the entire wiring, and Mr. Chandler has asked for this to be included in the new budget.

He has also requested that the Mission Street Library be painted- both the interior and exterior.

As for a door to be cut through the kitchen to the meeting room, it was suggested that in the coming months we determine how often refreshments are served and the advantages of having such a door made before submitting such a request to the Maintenance Department.

Mrs. Hanselman suggested that it would be a good idea to have one or two file drawers in the library for the Secretary of the Commission to keep Library Commission correspondence, reports, etc. Mr. Chandler said there are two files available for our use.

Reports: The librarian explained the McNaughton program to the Commission members. The February library reports were discussed and studied. Total ciculation for both libraries- 16,485.

There being no further business, meeting was adjourned at 10:20 P.M.

Sarah Kelechava

Sarah Kelechava, Secretary
Library Commission

M.H.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library , 275 Southgate Avenue, Daly City, California
April 12, 1961

MEMBERS PRESENT: Maude Hanselman, Mayre Albert, Gertrude Kendree, Sarah Kelechava

GUESTS: Samuel Chandler, Librarian; Frank Pacelli, Mayor; LeRoy Albert, Louise Davis, Library Staff

Mrs. Hanselman called the meeting to order at 8:15 p.m. There were no corrections to the minutes of the last meeting.

Mr. Chandler then gave his monthly report-

Circulation- 18,891 books were circulated during the month of March between the two libraries. The Westlake Library is going to now change its procedure and allow six books to be checked out on a library card rather than three as is now being done. It was decided that the number and type of seven-day books per card would be left up to the discretion of Mr. Chandler.

Budget- April 21 of this year is the deadline for budgets to be turned in, so these are the recommendations Mr. Chandler suggests. The Westlake Library needs a circulation librarian who would act as a coordinator and also a monitor during the times that the school children are using the library, so he is going to ask for one more full-time employee. It was decided that this person should be the same grade as the part-time employees- library assistant #2. It was also decided that with the future county contract, the Westlake Library will perhaps need more part-time help, so he will also ask for two part-time employees and one more page with a car.

Operating Budget- The operating budget for the two libraries last year was $24,081. Mr. Chandler will only ask for an increase to cover the usual increase in prices. He feels we should not ask the council for an extra appropriation for books, for the contract with the county will give us 7,000 new books.

Delivery Service Between Libraries and City Hall- In the new budget Mr. Chandler will ask for mileage to cover delivery rather than equipment to make the deliveries. Mayor Pacelli stated the city is trying to develope a message system which, of course, would cover the libraries, but he is not sure how soon this will go into operation.

Maintenance- The Mission Street Library is being painted and is closed at the present time for a few days. Mr. Chandler suggested that only one maintenance man clean both libraries, and perhaps this man could make any necessary deliveries between the libraries.

Under old business the subject of the proposal to purchase the property adjacent to the Mission Street Library was brought up. Mr. Chandler felt it was not feasible to purchase this property and add to the present building, and this new land would still be too small upon which to build a new library. He stated a recent survey suggested locating the library further down Mission Street on a larger lot. However, it was also suggested that this property next the the present library be purchased as a future investment, as in future years it would be more valuable than now. Mrs. Hanselman stated that she would not like to see the library located further down Mission Street as this would take it away from the many homes that are being built in the Crocker Estate. Mr. Chandler said that in view of this feeling he would talk with the city manager and city engineer and get their suggestions.

BOORUM & PEASE "NOTEAR" ®
BOORUM & PEASE "NOTEAR" ®

Mr. Chandler is also going to ask in the new budget to have the furniture in the Mission Street Library refinished; to increase the amount for office supplies by about $500; to allow an increase in our McNaughton collection; and also to refinish the card aatalog in the Mission Street Library.

Mr. Chandler also stated that negotiations are being made for a contract between the Daly City Libraries and the county under the same conditions laid down in January 1960. The county would place 7,000 books in our library. They would also take care of circuit loans, and any requests and references we would have. This will be a yearly contract, and the books would be picked out by our library staff and would be more or less permanent here. The county would close their Colma branch but put another book mobile into operation to ease the pressure on the Daly City Libraries. Under this new contract, any person who lives in an area serviced by a county library can take books out in Daly City, also.

The Friends of the Library have given the Libraries three signs which have been put up around the city pointing to the Libraries. The Friends are also placing displays in certain store windows throughout the city in recognition of National Library Week. We will also be cooperating with other libraries in the area in sponsoring spot announcements, newspaper articles, etc. National Library Week begins April 16th. A news article is being planned in the Daly City Record and perhaps a picture.

The District Convention of the C.L.A. is being held in Redwood City this coming Saturday, April 15th. Mr. Chandler read the agenda for the convention and urged commission members to attend.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,
Mrs. Sarah Kelechava
Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
May 17, 1961

MEMBERS PRESENT: Maude Hanselman, Mayre Albert, Sarah Kelechava

GUESTS: Samuel Chandler, Librarian; Rose Marie Kraus, Children's Librarian; Louise Davis, Library Staff

Mrs. Hanselman called the meeting to order at 8:10 p.m. The minutes of the previous meeting were approved.

Mr. Chandler reported on the proposed library contract between San Mateo County and the city of Daly City for the fiscal year 1961-1962. Mr. Chandler received a copy of the contract on April 26th which he read to the Commission members. It was approved with one exception- the library should know the approximate number of permanent books which will remain on the shelves of the library as well as the number of short term and circuit books. This has not been included in the contract. These three categories will total 7,000 books.

The next C.L.A. meeting will be held in Oakland in October of this year. Commission members should plan to attend.

Mrs. Hanselman stated that the letters on the outside of the Mission Street Library be painted with a contrasting color so they will show up.

Mr. Chandler then gave his report-

The circulation for the month of April was 16,380. Circulation for the Mission Street Library was low, but this was attributed to the fact that it was closed a week for painting, and the new Westlake Library was attracting some of its customers. It has been decided that our McNaughton collection is satisfactory, and we will not increase it.

The proposed budget is being reviewed now.

The State Senate bill pertaining to the censorship of pornographic literature was discussed. Mr. Chandler stated C.L.A. is not opposed to measures to do away with smut, but it is opposed to putting the responsibility for censorship on librarians, book dealers, etc.

Miss Kraus was present to explain the ideas for the summer reading program. Four suggestions proposed were-

1. Story Hour- with Mr. Chandler and Miss Kraus telling stories, guests, and films.
2. Formal reading program including reading charts.
3. Story reading- a continuous reading of the children's classics.
4. "Hobby group"- discussion of hobbies and respective books pertaining to them.

The recommendations that came out of the discussion were: 1. a certain time shall be designated three times a week for a "story telling or reading hour." This will include guests who will also read or tell stories. 2. Six of these days during the summer an opportunity will be given the children to make posters or work on projects for the library. 3. Two or three films will be shown during the summer program.

At the Mission Street Library a more formal reading program will be pursued as facilities there are limited. It was also suggested the Mission Street Library make use of a room in the War Memorial Building for its summer program.

It was suggested a letter of appreciation be sent to the Friends of the Library for the library signs they distributed around the city pointing to the libraries. We will ask that the extra money given by the Friends be used to start a collection of children's records.

A letter of appreciation was read from ex-mayor Frank Pacelli to the Commission. A letter was also read from a citizen disagreeing with the Encyclopedia Britannica display in the library.

Mrs. Hanselman will be attending the Governor's Conference in June. The city will provide the funds to send the chairman of the library commission.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,
Sarah Kelechava
Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
June 14, 1961

MEMBERS PRESENT: Maude Hanselman, Gertrude Kendree, Sarah Kelechava

GUESTS: Samuel Chandler, Librarian; Louise Davis, Library Staff

Mrs. Hanselman called the meeting to order at 8:00 p.m. The minutes of the previous meeting were approved.

NEW BUSINESS: LIBRARY FINES

Mr. Chandler asked the Commission to consider a proposal by the City Librarian to raise the fines in the libraries. He reported that the City Manager agrees with the proposal. Other libraries on the peninsula have higher fines than Daly City, and this would increase revenue to the city which in turn could help the library acquire its budget requests. Mrs. Kendree moved that a new schedule of fines be adopted to be effective after July 1, 1961, for the return of library materials. This schedule will be as follows:

1. 5¢ per day for 14 day books, 7 day books, pamphlets, periodicals, mounted pictures
2. 10¢ per day for reproductions of great art, phonograph records, interlibrary loans, state loans

After discussion, the motion passed.

LIBRARY COMMISSION SECRETARY

The subject of the Library Commission secretary was again raised. Because so many steps must now be taken to process the minutes each month and because all other city department heads sign the minutes of that department, it was decided by the Commission members that Mr. Chandler as City Librarian be clerk of the Commission and thus sign the minutes which will be recorded by Mrs. Davis of the library staff. Mrs. Kelechava will be secretary of the Commission, to preside in the absence of the chairman, but the minutes do not need to be sent to her for approval, thus eliminating this step.

COMMUNICATIONS

It was announced that there will be a reception for Mrs. Marion Garthwaite on Sunday, June 25th from 2:00-4:00 at the Central Library in Belmont. It is hoped that Commission members will be able to attend. Mr. Chandler will write a letter to her on behalf of the Commission.

OLD BUSINESS: 1961-1962 BUDGET

It was stated that there will be approximately 4,000 permanent books placed in the Westlake Library by the county and approximately 3,000 short term and circuit books totaling 7,000 books. This point was raised at the last meeting and could not be answered at that time.

Mr. Chandler read to the Commission the proposed budget as it has been approved by the City Manager. The results of the Council study should be known by July 1.

REPORTS

Mr. Chandler reported that the total circulation for both libraries for the month of May was 20,160, higher than for the month of April.

Mrs. Hanselman, Mrs. Kendree, and Mr. Chandler then reported on the Governor's Conference of Library Trustees which they attended on June 13-14 at Sacramento.

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Samuel L Chandler

Samuel Chandler
Clerk of the Commission

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Library, 275 Southgate Avenue, Daly City, California
July 12, 1961

MEMBERS PRESENT: Sarah Kelechava, Gertrude Kendree, Mayre Albert

GUESTS: Samuel Chandler, Librarian; Louise Davis, Library Staff

In the absence of the chairman, Mrs. Kelechava, acting chairman, called the meeting to order.

OLD BUSINESS: BUDGET
Mr. Chandler reported that the new budget has not yet been approved, but there will be a definite decision from the Council by the August meeting.

LIBRARY FINES
After discussion it was suggested that a sign be put up again in the two libraries reminding the public of the new 5¢ per day fines, as some people are not yet aware of the increase. It would be advisable to get an article in the "Shopping News" explaining the new procedure for fines.

SUMMER PROGRAM
It was reported that the summer program was going well. The suggestion was again made that the library try to coordinate their reading program with the city recreation department using their building if possible. There perhaps should also be more "reading hours" next summer for the children.

CORRESPONDENCE
Mr. Chandler read a postcard from Doctor Lionel Farber which was mailed from Scotland.

He also presented several photographs to the members of the Commission taken at the Westlake Library dedication in February. There was a suggestion made that the Commission keep a scrapbook in which news articles and photos could be kept.

MONTHLY REPORT
Mr. Chandler reported that 18,738 books were circulated in June at both libraries.

The program of acquiring enough copies of the "best sellers" was discussed. Perhaps more copies of certain books should be purchased so those who wish to read them do not need to wait so long for the book.

Daly City Public Library's circulation figures were compared with those of San Mateo County Libaries. The combined total equals that of Menlo Park while the total of the Westlake Library is greater than any county library except Menlo Park, and the total circulation for the Mission Street Library is higher than all but three county libraries.

ANNUAL REPORT
The city now requires an annual report, and Mr. Chandler reported that he is in the process of writing a section for it. He summarized the subjects on which he is reporting. A total of 184,185 books circulated in 1960-61 in both libraries.

REPORT ON COUNTY SERVICES

Since the new county services went into effect on July 1, 175 non-resident people have received library cards. Mr. Chandler stated that the city finance department is reviewing the matter of refunds for those people who paid $7.50 before July.

NEW BUSINESS: PUBLIC LIBRARY STANDARDS

It was decided that when all Commission members could be present, Mr. Chandler would review the Public Library Standards.

AGENDA

It was decided by the Commission that the agenda of the meeting should be mailed out early to the members next month to give each member an opportunity to study the subjects to be discussed.

The minutes were then approved, and the meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Samuel C Chandler

Clerk of the Commission

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
August 9, 1961

MEMBERS PRESENT: Maude Hanselman, Gertrude Kendree, Mayre Albert

MEMBERS ABSENT: Sarah Kelechava

GUESTS: Samuel Chandler, Librarian, Louise Davis, Library Staff, Mrs. H. S. Garrison

The meeting was called to order by Mrs. Hanselman at 8:05 p.m.

CORRECTION OF MINUTES
A recommendation was made by Mrs. Albert that the minutes of the last meeting be amended to read as follows: It was decided by the Commission that the agenda of the meeting should be mailed out to the members each month to give each member an opportunity to study the subjects to be discussed.

OLD BUSINESS
Mrs. Albert stated that no agenda was mailed out to the Commission members last month. Mrs. Hanselman said the agenda was not mailed out because Mr. Chandler was on vacation. Mr. Chandler explained that the agenda is drawn up by the Chairman of the Library Commission. He and other staff members work on the agenda when the Chairman asks them to do so. It was decided that in the future the City Librarian will phone the Chairman of the Library Commission on the Wednesday before the meeting (or a week before) to learn what topics should be on the agenda. Then he will direct the library staff to type the agenda and mail it to members of the Commission. If any member wants a subject placed on the agenda, he should contact the Chairman prior to this day.

ALA STANDARDS
The ALA Standards establish a goal for all libraries. The City Librarian reviewed these standards for the Commission members pointing out areas in which the Daly City Public Library system is deficient such as adquate copies of the "best sellers," adequate professional staff and reference materials. More of these standards will be reviewed at the next meeting.

MAILING PROCEDURE
Mrs. Albert questioned whether request postcards are allowed enough time to reach the person placing the request when they are mailed. The City Librarian said he would check with the City Hall to see if postcards can be mailed directly from the library thus saving the time now required to travel over to the City Hall.

ACQUISITION OF LAND FOR LIBRARY
Mrs. Albert also suggested the Commission inquire into the possibilities of acquiring land now for any future library. The City Librarian said the library should first check into the possibility of using the high school libraries in the evenings thus eliminating some of the load on our public libraries.

REQUESTS FOR PRIVATE ORGANIZATIONS TO USE LIBRARY ROOMS FOR MEETINGS
Because of a request by the Girl Scouts to use the Westlake Library for a

training conference, the Commission decided it must have formal policy regulating the use of the buildings by community organizations. The City Librarian will draw up a policy to be presented and approved at the next Commission meeting. In the meantime, the Commission will not allow outside community organizations to use the library buildings.

ANNUAL REPORT TO THE CITY MANAGER

The City Librarian reviewed the annual report to the City Manager. He also presented a list of books to the Commission members which have been purchased recently. In the future he will do this when such lists are drawn up. This will give Commission members an index of what books the library purchases.

Mr. Chandler passed out copies of the Monthly Report, and he reported that county books are being received each week.

Mrs. Hanselman asked for a review of the library's budget. Consequently there was a review of each item in the budget.

The meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Samuel C Chandler

Clerk of the Commission

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
September 13, 1961

MEMBERS PRESENT: Maude Hanselman, Gertrude Kendree, Mayre Albert, Sarah Kelechava

GUESTS: Mr. Chandler, City Librarian; Louise Davis, Library Staff, Joe Bloem, City Maintenance Dept.

The meeting was called to order by Mrs. Hanselman at 8:00 p.m.

NEW BUSINESS

Study of Refinishing the Furniture in the Mission Street Library: Mr. Bloem from the City Maintenance Department reported the cost of refinishing the furniture in the Mission Street Library and brought a chair to show the results of Zolatone processing. The Commission voted to investigate the possibility of purchasing new prison-made furniture. The city librarian was directed to ask Mr. Evans the price of this furniture and report at the next meeting.

Comparison of Salaries: A comparison of the salary range between library positions in Daly City and those in other county systems was presented by the city librarian. Two positions in the Daly City library system, city librarian and senior clerk, are generally lower in salary than other counties in the state.

Friends of the Library: Meetings of the Friends of the Library will be September 21. Since the Friends are assuming the responsibility of the library's contribution to the city's anniversary celebration, their speaker will be Mr. Henry Sundermann, and music will be provided by Don Grimes.

Book Reviews: Book reviews sponsored by the YWCA and the Friends of the Library will begin again on September 28 at the Westlake Bowl from 10:00-11:30 a.m.

Name Plaque: The old name plaque of the John D. Daly Public Library has been polished and will be put up inside the Mission Street Library. It is hoped there will be an article concerning this event in the paper which can be used as publicity for the anniversary celebration as well as the library. The city librarian will see that the plaque is hung in an appropriate place.

Future Libraries: There was discussion of the need for planning a library facility in southern Daly City and also in the Southern Hillsides development. A letter should be sent to the City Hall to make them aware of this need.

MINUTES

The minutes of the last meeting were approved.

REPORTS

The city librarian reported that the total circulation for both libraries during the month of August was 20,026 and total registrations were 648. He compared these figures with those of other libraries in the Santa Clara County library system stating that circulation of the Daly City libraries is comparable to that of the Cupertino library which opened recently.

Mr. Chandler and Miss Jackson will be making book displays for both libraries.

Old books are being sorted out of the Mission Street Library, and dust jackets are being put on old books. All this, it is hoped, will make the library more attractive to its patrons.

Mr. Chandler presented to the Commission a list of the books acquired by the library this past month.

He announced that Mrs. Louise Davis will be leaving the staff the end of September.

OLD BUSINESS

Use of the Libraries by Private Organizations: The Commission stated its policy regarding the use of the libraries by private organizations as follows: All rooms, furniture, equipment, books, and non-book material within the Daly City Public Library and/or any of its branches may be used by any organization as long as the subject of any such meeting is related to books or library usage.

CLA Children's and Young People's Section-Standards: The Commission reviewed a portion of the CLA Standards.

A suggestion was made that letters be sent to the city's PTA groups informing them that the library personnel would be happy to speak before any group.

Scrapbook: It was decided that the Commission would not keep a scrapbook of articles that are in the Daly City Record which is bound and kept in the library.

Fines: It was moved, seconded, and passed that fines for overdue books be 5¢ per day per book to a maximum of $4.00 per book.

Post Cards: The city librarian reported that post cards are now being mailed directly from the library instead of being sent to the City Hall first.

COMMUNICATIONS

A letter from Virginia Ross of the CLA regarding the bill passed by the state legislature pertaining to the distribution of obscene matter. The interpretation of this bill as it concerns the libraries in the state will be discussed at the next CLA meeting in October.

The meeting was adjourned at 10:35 p.m.

Respectfully submitted,

Samuel C Chandler

Clerk of the Commission

no meeting in Oct. '61 - no quorum. M.H.

CITY OF DALY CITY
REGULAR MEETING - LIBRARY COMMISSION
November 8, 1961

MEMBERS PRESENT: Mrs. Maude Hanselman, Mrs. Gertrude Kendree, Mrs. Sarah Kelechava

GUESTS: Mr. Chandler, City Librarian; Lu Wendel, Library Staff

The meeting was called to order at 8:15 p.m.

MINUTES

The minutes of the last meeting were approved as submitted.

OLD BUSINESS

Refinishing of the Furniture at the Mission Street Library: Mr. Chandler reported to the commission that, on the authority of the City Manager, the furniture from the Mission Street Library is being refinished for $900 at San Quentin Prison. The furniture will be finished in the same color as it was but will have a hard plastic covering.

Expansion of the John D. Daly Branch Library: Mr. Chandler reported to the commission that, after a discussion with the city engineers, acquisition of the lot next to the John D. Daly Library would not be feasible. The library itself will not stand additional changes or additions, nor could the lot be used for parking as off-Mission parking is not allowed by the State. The commission again recommended that a letter be sent to the City Hall to make them aware of the need for planning a library facility in southern Daly City.

NEW BUSINESS

Library Hours: The commission discussed the need to change the hours the library is open to provide more staff for the evenings.

Book Selection Policy: Mr. Chandler read to the commission a summarization of the book selection policy of the Westlake Library. The policy was approved by the commission and will be presented to the City Manager.

Expenses at CLA: Mr. Chandler requested statements of expense for the CLA conference from commission members, and the commission's approval to take the money for mileage from the budget allocation for mileage rather than for meetings.

Personnel Classification Changes and Requests for Raises: The commission voted to recommend a raise in the city librarian's salary to grade 19 and librarian assistant III to grade 10. The letter making this recommendation will be signed by Mrs. Hanselman as chairman of the commission, with a cover letter from the commission.

Sign for Westlake Library: Mrs. Kendree requested that a new sign be made for the front door of the Westlake Library indicating the hours the library is open. Mr. Chandler will have a new sign made.

REPORTS

Budget Report: Mr. Chandler reviewed the budget report with the commissioners and will ask the Finance Department to send copies of the budget for each commission member.

Friends of the Library: The Friends of the Library are planning to approach the various PTA's to request that speakers from the library attend one of their meetings.

Circulation Report: The city librarian reported that the total circulation for both libraries during the month of October was 19,606, and total registrations were 522. A list of the books acquired by the library during the past month was also presented to the commission.

The meeting was adjourned at 10:35 p.m.

Respectfully submitted,

Samuel C Chandler

Clerk of the Commission

NOTE: The next regular meeting of the Library Commission will be on Wednesday, December 13 at 8:00 p.m.

CITY OF DALY CITY
REGULAR MEETING - LIBRARY COMMISSION
December 13, 1961

MEMBERS PRESENT: Mrs. Maude Hanselman, Mrs. Gertrude Kendree, Mrs. Mayre Albert

GUESTS PRESENT: Mr. Leroy Albert; Mr. Samuel Chandler, City Librarian; Miss Lu Wendel, Library Staff

The meeting was called to order at 8:05 p.m.

MINUTES

The minutes of the November 8 meeting were approved as submitted.

OLD BUSINESS

Library Budget: Copies of the library budget were distributed to the commissioners.

Furniture in the John D. Daly Library: Mr. Chandler reported that the furniture from the John D. Daly Library which was being refinished is now back at the library. At present, the book collection is being weeded to remove out-dated books from the shelves to make room for new books. Those books being removed from the shelves are being sent to San Francisco State College for the "Books for Africa" drive.

Letter to City Manager re Site for Future Library Facilities: Mr. Chandler read a letter sent to the City Manager regarding future plans for library facilities. He reported that the City Manager and the City Council are aware of the need of including library sites in areas applying for annexation. Future facilities in Daly City that have been mentioned are part of a civic center or further down Mission Street. Mr. Chandler suggested that very serious consideration should be given to the feasibility of allocating funds for a Bookmobile.

Requests for Raises: Mr. Chandler suggested to the commission that the change of salary for the Librarian Assistant III be tabled until a future date. Mr. Brown has offered to meet with the commission to study revisions of job descriptions.

NEW BUSINESS

Attendance at Library Commission Meetings: Mrs. Hanselman stressed the importance of regular attendance at all Commission meetings regardless of prior notification, and requested that commissioners contact her before the meeting if they are unable to be present. All Commission meetings are held on the second Wednesday of the month; if there is not a quorum, another date will be set and commissioners will be notified.

Mrs. Albert suggested that a fifth member be chosen to the commission. This matter has been referred to the Council and action is pending.

Resolution for the Adoption of Library Policies: The commissioners approved the following policies for adoption: Gift and Special Collections Policy, Exhibits and Displays Policy, Use of Public Rooms Policy, and Use of Equipment Policy. These policies will be kept on file at the City Manager's office and at both branches of the library.

REPORTS

Circulation Reports: The City Librarian reported that the total circulation for both libraries during the month of November was 20,546, and total registrations were 479. A list of the books acquired by the library during the past month was presented to the commission.

Mrs. Albert suggested that, in order to stimulate the circulation of pictures, exhibits and displays should be limited to one wall in the meeting room, leaving the other wall free to hang the pictures belonging to the library. A time limit of two months for each exhibit was established.

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Samuel C Chandler

Samuel C. Chandler
Clerk of the Commission

1962

CITY OF DALY CITY
PUBLIC LIBRARY COMMISSION
REGULAR MEETING-Jan. 10, 1962

MEMBERS PRESENT: Mrs. Maude Hanselman, Mrs. Gertrude Kendree, Mrs. Mayre Albert
MEMBERS ABSENT: Mrs. Sarah Kelechava

STaff PRESENT: Mr. Samuel Chandler, City Librarian, Miss Lu Vendell

The meeting was called to order at 8:05 p.m.

MINUTES:

The following corrections were made to the minutes of the meeting of December 13, 1961: Under old business-Requests for raises: Mr. Chandler reported that further study was needed before a recommendation could be made that would change the salary and job description of the position of Library Assistant III. A letter from the Commission asking for a salary increase for the city librarian has been filed with the Personnel Board.

Under new business: Attendance at Library Commission: Mrs. Hanselman stressed the importance of regular attendance at all commission meetings regardless of prior notification, and requested that commissioners contact her before the meeting if they are unable to be present. All Commission meetings are held on the second Wednesday of the month; if there is not a quorum, another date will be set and commissioners will be notified.

Mrs. Albert requested that the matter of attendance be placed on the agenda of the January meeting if a full commission is present. Mrs. Albert further suggested that the Commission remind the City Council that a vacancy exists.

OLD BUSINESS

Book Circulation: The Commission voted to place Tropic of Cancer and similiar books on the shelves reserved for adults only.

NEW BUSINESS

Letter from Mrs. Kelechava: Mrs. Hanselman, as Chairman of the Commission, read a letter from Mrs. Kelechava requesting a three month leave of absence beginning January 1962.

The Commission voted to recommend to the City Council that the leave be granted. A resolution was

passed recommending to the City Council that the vacancy on the Commission that has existed since last Spring be filled as soon as possible.

Commission policies: The proposed administration policy was read and discussed. The personnel policies were read and discussed. Although commission members declared themselves in favor of the adoption of the policies, the matter was held over until the vacancies on the Commission are filled.

REPORTS:

Circulation Reports: The City Librarian reported that the total circulation for the entire system for the month of December was 16,616; the total registrations were 401. A list of books added to the collection during December was presented.

Respectfully submitted
Samuel C. Chandler
Clerk of the Commission

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Westlake Library - Daly City - Feb. 28, 1962

The meeting was called to order by Mrs. Maude Hanselman, chairman, at 8:15 P.M. Members recorded presented were; Mrs. Maude Hanselman, Mrs. Mayre Albert, Mrs. Gertrude Kendree, Mr. Samuel Chandler, Dr. Lionel Farber and Mrs. Sarah Kelechava were noted absent. Guest: Mr. Albert.

MINUTES:

Minutes of the Jan. 10th meeting were approved as read.

It was agreed that the Library Commission adop the following policy pertaining to periodicals:

The Library Commission considers it part of the library's service to provide timely and popular periodicals for public use. It is its intent that these be carefully selected by the staff of the order department of the library under the direction of the City Librarian. While suggestions of titles that might be provided by the library are welcomed, it is not incumbent upon the library to subscribe to any given title because it has been requested.

OLD BUSINESS:

Following a discussion of the relative merits of different methods of reducing the time consummed in circulation procedures, the Commission instructed the City Librarian to inaugurate new methods of counting and filing circulation for a four month period, with a report on the methos to be made in June. This method would consist of interfiling alphabetically, all the adult fiction, non-fiction, periodicals, and records.

NEW BUSINESS:

Commission member Mayre Albert suggested the Commission discuss the advisability of automatic rotation of the chairmanship of the Library Commission. It was pointed out that this would entail a change in the by-laws. The subject was tabled to a time when the full Commission would be present.

Mrs. Albert asked for a discussion of possibility of changing the regularly scheduled meeting night. The subject was tabled to a time when the full Commission could be present.

The City Librarian asked for direction in formulation of the 1962-'63 budget requests. There followed a discussion of the library's requirements for each item in the budget.

NEXT MEETING:

To be held Wed. April 11th, 1962 in the Westlake Library.

ADJOURNMENT:

The meeting adjourned at 10:20 P.M.

Respectfully submitted,
Samuel C Chandler
Clerk of the Commission

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
DALY CITY PUBLIC LIBRARY, 275 SOUTHGATE, DALY CITY, CALIF.
APRIL 11, 1962

MEMBERS PRESENT:
Maude Hanselman, Gertrude Kendree, Sarah Kelechava, Mayre Albert, Dr. Lionel Farber, Samuel Chandler, Librarian.
The meeting was called to order by Mrs. Hanselman, Chairman of the Commission at 8 P.M.

NEW BUSINESS:
Fine Policy - A fine policy was formulated and adopted as follows: It is the responsibility of the borrower to return books when they are due or to request a renewal if they are needed for a longer period. The patrons are responsible for the books they have borrowed until the books have been returned and accepted by a member of the library staff.

To impress upon the borrowers the necessity of returning books on time, thereby protecting the rights of others who use the library, the Library Commission impowers the City Librarian to collect a fine according to a rate adopted by the said Commission. Patrons who owe fine money may be asked to surrender their cards at the descretion of the City Librarian until such fine is paid.

It is the intent of the Commission that the amount of time and effort spent on bookkeeping and correspondence in collecting fines be kept to a minimum.

Report on the Golden Gate District Meeting - Mrs. Mayre Albert of the Library Commission and Mrs. Sevart Ojakian of the Library Staff reported that they attended the meeting of the Golden Gate District of the California Library Association which was held at Foothill College. Mrs. Albert attended a panel discussion on censorship, while Mrs. Ojakian attended a panel discussion dealing with population growth as it effects California Libraries.

Both Mrs. Albert and Mrs. Ojakian reported that they visited the library at Foothill College and were impressed by its architecture and arrangement.

Publicity - Mrs. Hanselman suggested a leaflet describing the library and its services be printed and thereafter be handed to new residents.

Mrs. Kendree and Mr. Chandler reported that the Friends of the Library are printing literature that will be distributed by the hostesses of the Welcome Wagon.

Library Sites - The Commission asked that a letter be sent to the City Council reminding its members of the necessity of setting aside sites for library buildings in new annexations.

Job Descriptions - The City Librarian advised the Commission that the 1962-63 budget may make it advisible to rewrite the job descriptions for the Librarian Assistant II position. The Commission voted to table the discussion until the May meeting.

OLD BUSINESS

Chairmanship of the Commission - Mrs. Hanselman asked for an investigation of the status of the Chairmanship of the Commission. The Commission voted to affirm her in her position as Chairman of the Commission for the year of 1961-62.

School-Public Library Cooperation - Mrs. Albert expressed concern at the problem presented to the children when the Public Library does not receive the school teachers' reading lists and therefore does not place assigned reading on reserve. The City Librarian reported that the new libraries in the schools are eliminating much of the problem. He also reported that the Co-ordinator of Instructional Materials, Mr. Robert Muller, was working with the library to cut down on teachers' loans. He reported that in August 1961 the Public Library Staff wrote a letter to Mr. Muller asking that teachers be urged to send reading lists to the Library. Mr. Muller read this letter to the teachers.

Mrs. Albert proposed that Mr. Muller and Miss Kraus be invited to the May Commission meeting to discuss the school and public library cooperation. The Commission instructed the City Librarian to extend the invitations.

REPORTS

The City Librarian presented the circulation, processing, and registration, reports. He called special attention to the processing report.

The meeting was adjourned at 10;30 P.M.

Respectfully submitted,

Samuel C Chandler

Clerk of the Commission

CITY OF DALY CITY
REGULAR MEETING - LIBRARY COMMISSION
MAY 9, 1962

MEMBERS PRESENT: Mrs. Hanselman, Mrs. Kendree, Mrs. Albert, Mrs. Kelechava, Dr. Farber

GUESTS: Mr. Chandler, City Librarian; Miss Rose Marie Kraus, Mr. Robert Muller, Mr. LeRoy Albert

The meeting was called to order at 8:15 p.m.

MINUTES

The minutes of the last meeting were approved as submitted.

OLD BUSINESS

I. Relations between the Public Library and the School Libraries

Upon invitation of the Public Library Commission, Mr. Robert Muller told of the progress of the Department of Instructional Material of the Jefferson Elementary School District. He stated that a professional library, a audio visual library, and a library for teachers of primary grades were in operation in the headquarters of the Jefferson Elementary School District. Six elementary schools now have libraries while four do not.

He said there was little if any need for special "teachers loans" from the Daly City Public Library.

In response to a question regarding school assignments, he said, he would encourage teachers to cooperate with the public library in every possible way.

II. JOB DESCRIPTIONS

The City Librarian reported that the postions of Library Assistant III and Library Assistant II were the lowest paid clerical positions in the city government.

He said the job descriptions for both postions were antiquated and inadequate. As a result those candidates for these positions who passed examinations were not adequately prepared for the clerical tasks assigned to these positions.

He recommended that the Library Commission study three possible solutions and make recommendations to the Personnel Board.

The three solutions were:

1. Write new job descriptions for both positions and ask for a raise in salary range for both.

2. Write new job descriptions and adopt the names of similiar positions in other departments of the city government. His recommendation being Secretary III and Clerk Typist II.

Job Description Con't.

3. Abolish the postions of Library Assistant III and Library Assistant II and adopt the positions of Secretary III and Clerk Typist II with their job descriptions and salary range.

The City Librarian said it had long been the practice for the Library Assistants III to act as administrative assistants or departmental secretaries yet their salary ranges were the same as those of junior clerks in other departments. He called upon the Library Commission to take a bold stand to correct this condition.

After considering each solution outlined by the City Librarian, the Commission instructed the Librarian to present new job descriptions at its next meeting.

It was moved and seconded that the matter be held over to the next meeting.

NEW BUSINESS

I. SUMMER PROGRAM

Rose Marie Kraus, Children's Librarian outlined plans for a picture book story hour for Wednesday at 10:30 a.m. during the Summer.

Commission members approved the plans but said they were not sufficient to constitute an entire Summer Program. Upon Mrs. Kendree's recommendation and Mrs. Kelecheva's second, the Children's Librarian and the City Librarian were instructed to work out a Summer Program of greater magnitude than the picture book story hour.

II. THE DOBSON REPORT

The City Librarian reported that Mr. Stuart Dobson of Alameda had survayed libraries in eleven "Bay Area Cities with a population between 40,00 and 110,000". The results showed that Daly City was the smallest city surveyed. In all catagories its service was the smallest offerred.

After some discussion the report was ordered filed for future reference. Dr. Farber asked if duplicated could be made. The City Librarian said he would see to it.

III. REPORTS

Circulation reports were handed to each commissioner. The reports were ordered filed.

NOTE: The nex regular meeting of the Library Commission will be on Wednesday, June 13, at 8:00 p.m.

Respectfully sumbitted,

SC/bc

Samuel C Sandler

Clerk of the Commission

CITY OF DALY CITY
REGULAR MEETING - LIBRARY COMMISSION
June 27, 1962

MEMBERS PRESENT: Mrs. Albert, Mrs. Hanselman, Mrs. Kelechava, Mrs. Kendree.

ABSENT: Dr. Farber.

GUESTS: Mr. Chandler, City Librarian; Mrs. Beverly Carrillo, Miss Rose Marie Kraus, Mrs. Stites; Mr. Bill Hawley, Mr. Jack Kendree.

The meeting was called to order at 8:10 p.m.

MINUTES

The minutes of the last meeting were approved as submitted.

I. OLD BUSINESS

A. Job Description.

1. Library Assistant II. Mr. Chandler, City Librarian said he feels that Library Assistant II does not produce the kind of examination that is necessary to fill this job. This next budget has two positions to be filled. Mr. Chandler feels the examination must state a certain number of words per minute to be typed and other clerical duties.

Mr. Hawley, Adminstrative Assistant to the City Manager read the requirements for clerk typist II. They are as follows:

> Type 45 words a minute, use good english and cooperate with others.

Mr. Hawley has requested that the test have the approval of the Department Head and the Personnel Board. Mr. Hawley said perhaps a job survey should be taken. Library II needs an examination now.

The Commission recommended that the job of Library Assistant II duty statement be modified to read as follows:

> For clerical ability and ability to run a typewriter 40 words a minute.

They recommended that before the next examination is scheduled, a survey of Library Assistant II should be taken to ascertain if this position should be changed to clerk typist II.

The Commission authorized Mr. Chandler to make this recommendation to the Personnel Board.

2. Library Assistant III. Mr. Chandler said this change must be presented to the Personnel Board before December. Every department has a Secretary III, except the library, Mr. Chandler said. Mr. Chandler suggested having a job study made of this position. Mr. Hawley also advised this job study. The Commission recommended a survey of this postion.

3. Library Assistant I. Mr. Chandler said he felt the position of Library Assistant I should recieve merit increases. The present salary is $1.35 the increase would be as follows:

1.42 - 500 hours
1.49 - 1,000 hours
1.56 - 1,500 hours

Mr. Chandler and the Commission was in favor of this merit increase raise.

B. Report on the methods of filing and counting circulation.

The City Librarian reported that the new methods have worked fine for three months.

C. Summer Program.

Miss Kraus, Children's librarian, explained the particulars of the summer reading program. She told about the private reading program and the weekly story hour. Fifty three children attended today's story hour.

II. NEW BUSINESS

A. Perusual of the "News Notes of California."

Compared with cities of 25,000 to 50,000 population, the circulation of Daly City is low because of inadequate book stocks. However, finances are average and use of reference books and similar sources are average.

III. LIBRARIES

a. June Report - The City Librarian called attention that processing leveled off since the big push of last year. Withdrawals will now be reported two months after date of expiration.

IV. OTHER BUSINESS

A. County Contract - Mrs. Hanselman announced that the County contract has been signed. The commission asked that next March the contract and the statistics be surveyed and recommendations be made after that.

B. Coffee Maker - Mrs. Albert asked about the coffee maker that she requested two months ago. A discussion followed.

Respectfully submitted,

Samuel C. Chandler

Clerk of the Commission

SC/bc

CITY OF DALY CITY
REGULAR MEETING - LIBRARY COMMISSION
August 8, 1962

MEMBERS PRESENT: Mrs. Hanselman, Dr. Farber, Mrs. Kendree, Mrs. Kelecheva, and Mr. Chandler, City Librarian.

ABSENT: Mrs. Albert

Mrs. Andrew Hanselman, Chairman, called the meeting to order at 8:10 P. M. The minutes of the previous meeting were approved.

1. OLD BUSINESS

A. Budget.

1. The City Librarian reported that the Council had approved the budget. He then outlined the amounts placed in each item of the budget.

2. The City Librarian explained that Item No. 24, Contractual Services includes the costs of rental of three charging machines; the renewal of the McNaughton Service, of contracts for records with R.C.A. Victor and the Columbia Records, and $1,700 for bindery. Item No. 20. Maintenance Service includes custodial services, custodial supplies and service and repairs as follows:

   a. Sump at Westlake Library
   b. Shelving in basement of Westlake Library
   c. Refinishing small chairs, eight large chairs, one large table, and one desk
   d. Caulking at both libraries
   e. Miscellaneous painting

B. Salary Changes.

1. The City Librarian reported that each person working for the Library received a five percent raise; that the City Librarian received the raise requested by the Library Commission.

2. Because the Daly City Library reports salary changes to the Salary Information Service of the California State Library, it receives reports of salaries paid to personnel in many city and county libraries. These reports make it possible to compare Daly City's wages with those paid by other cities.

3. Comparisons show that the salary paid at Daly City to Librarians II is comparable to that paid by other cities. The new salary of the City Librarian, although still lower than that paid to librarians in most cities of comparable size compares more favorably than ever before.

4. The City Librarian announced that part-time employees will receive an increase in their hourly wages after 500 hours, and after 1000 hours, and after 1500 hours.

BOORUM & PEASE "NOEAR" ®

5. Dr. Farber asked for a report of the status of the recommendations the Library Commission made to the Personnel Board. The City Librarian replied that the proposals had been discussed by the Personnel Board and were referred to the City Administration.

II. NEW BUSINESS

A. Election of Offices

1. Mrs. Kelecheva nominated Mrs. Hanselman for the position of Chairman of the Commission. Mrs. Kendree seconded the nomination. Dr. Farber moved that the nominations close and the clerk be instructed to cast a unanimous vote.

2. Mrs. Kelecheva nominated Mrs. Kendree for the position of Secretary of the Commission. Mrs. Hanselman seconded the nomination. The affirmative vote was unanimous.

3. Dr. Farber suggested that second anniversary of the opening of the Westlake Library be observed by inviting a noted speaker to appear at a special meeting. Mrs. Kendree reported that the Friends of the Daly City Library were planning such a meeting. Dr. Farber said he was already working with the Friends of the Library. He suggested that an invitation be extended to Dr. Hayakawa, Dr. Lawrence Clark Powell, Wallace Stegner, or Bishop Pike. The Chairman appointed Dr. Farber and Mr. Chandler to consult the Friends of the Library and make further arrangements. Mrs. Kendree read an article stating that Columbia Recording Company had given gifts of phonorecords to libraries. Mr. Chandler said the Daly City Public Library did not receive a gift because it did not at that time subscribe to Columbia's program. It does now, he reported. Mrs. Kendree read a newspaper article about Daly City's contract with the San Mateo County Library. She proposed that the Library Commission review this contract during it's March meeting. The motion carried.

III. Correspondence

Mrs. Hanselman asked the City Librarian to read a letter from the Mary's Help Hospital Guild announcing three subscriptions to "Today's Health". A letter was also read from the Chairman of the Library Commission thanking the Mary's Help Hospital Guild for the gift.

IV. Reports

A. The annual report for 1961/62 shows a total circulation of 248,004. This includes 172,228 at Westlake and 75,816 at John D. Daly. Further breakdown showed 134,537 adult books were borrowed and 113,507 juvenile books were borrowed. The City Librarian said the combined total was greater than he had set as the goal in June 1961. The goal for 1962/63 is 50,000 more circulation or 300,000 for 1962/63.

B. Monthly reports showed that circulation for July was the largest in the history of the Library. It was 25,195.

Adjournment: 10:30

Samuel C Chandler

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
September 12, 1962

MEMBERS PRESENT: Gertrude Kendree, Sarah Kelechava, Dr. Farber, Samuel Chandler, Librarian.

ABSENT: Maude Hanselman, Mayre Albert.

Mrs. Kendree, acting chairwoman called the meeting to order. The minutes of the previous meeting were approved.

Correspondence-

The following letters were read and ordered filed:

a. A letter from Jeene F. Carpita commemorating the library's staff for its friendliness and efficency.

b. A card from the Friends of the Daly City Library announcing the next board meeting and the next general meeting.

Old Business-

A. The City Librarian presented figures from the Daly City Public Library's report to the State Library.

1. It was noted that the budget for 1961-62 was $87,602 and the budget for 1962-63 is $106,949.

2. Four thousand one hundred fifty-three books were added to the collection while 958 were withdrawn. This makes the present book stock 33,592.

3. Five thousand four hundred seventy-eight Daly City borrowerers were registered or re-registered; 1,006 county borrowerers were registered.

4. Total circulation was 248,044. This includes 134,537 adult books and 113,507 juvenile books.

B. The City Librarian stated that there is nothing new to report about the suggested change of job description and classification for Library Assistant III and Library Assistant II.

C. Dr. Farber and Mrs. Kendree said that the Friends of the Daly City Library were planning to correlate their general meeting with the second anniversay of the opening of the Westlake Library. This meeting will be October 18, 1962.

New Business-

A. Mrs. Kendree called for a report on the new methods of counting and filing the day's circulation. The City Librarian said the new methods are proving effective. He reported that a study is being made to ascertain if the system can be streamlined further. Mr. Chandler said he had investigated the latest development of machines and can not see enough advantages to warrant changing from the Gaylord machines now used.

B. Mrs. Kendree moved and Mrs. Kelechava seconded that the City Attorney be asked to draw up a statement for exhibitors to sign absolving the Library and the City of responsibility for loss and damage of paintings exhibited in the library by private individuals. It was passed, and the City Librarian was directed to contact the City Attorney.

C. The City Librarian reported that the Public Libraries Executives of Central California were to meet in the Daly City Public Library on September 20th at 3:30. He extended to Commission members an invitation to the meeting and to the dinner following the meeting.

Reports-

The City Librarian presented the monthly reports for August 1962. It was noted that the total circulation was 25,157. This represents an increase of 5,000 over 1961.

Respectfully submitted,

Samuel Chandler
Secretary

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
October 10, 1962

MEMBERS PRESENT: Maude Hanselman, Mayre Albert, Dr. Farber, Gertrude Kendree, Sarah Kelechava.

Old Business-

A. Plans for the General meeting of the Friends of the Library.

B. It was reported that Mr. Coit Coolidge of the Richmond Public Library was scheduled to speak at the general meeting on October 18th.

C. Dr. Farber said he believed that the Library Commission should urge the Friends of the Library to schedule Dr. Hayakawa and other famous authors and speakers. To do so the organization must contact these people several months before the date of the meeting.

New Business-

A. Survey of display and exhibition policies and practices.

1. The City Librarian read a copy of a release from liability to be signed by exhibitors in the library. He reported that the release was prepared by the City Attorney.

   The Commission directed that the release be made part of the Exhibits and Display Policy.

2. The City Librarian said that some people had asked if it was proper for exhibitors to put prices on the objects that they exhibit. The Commission directed the City Librarian to recommend to each exhibitor that he post a list of his paintings and their prices. If, however, the exhibitor insists that prices be placed on the individual paintings, the City Librarian is empowered to permit him from doing so. This recommendation was ordered placed in the exhibits and display policy.

3. Mrs. Albert suggested that one wall of the exhibit room be kept for a permanent display of the paintings owned by the City Library.

   In response, the City Librarian pointed out that the Library's paintings circulate too fast to make a permanent exhibit of them, that it was not the library's plan to provide a frame for each picture; that no library that circulates pictures attempts to keep a frame for each painting.

4. Mrs. Albert propsed and Mrs. Kendree seconded the motion directing the City Librarian to exhibit and display the Library's paintings and records as much as possible and when feasible.

B. Study of visual materials in the library.

1. Historical pictures. The City Librarian reported that the historical photographs of Daly City had been mounted and were ready to be cataloged.

The Commission expressed approval of the mounted photographs that were shown.

2. Maps.

The City Librarian reported that the Friends of the Library had donated money to purchase maps that could be borrowed from the library. The maps so purchased are being cataloged.

The Commission expressed approval of the maps that were shown.

3. Reproductions of great art.

The City Librarian reported that the paintings had been circulating very well; that it was now necessary to purchase some additional small frames and some additional large paintings.

4. Clippings.

The City Librarian said he thought that clippings from Newspapers and periodicals should be regulated to a minimum amount of time. Notable pictures and articles are reprinted in books and periodicals kept in the library. Adequate indexes for these are available and make it easy to find them.

C. California Library Association Meeting.

The Commission directed the City Librarian to bring back a report from the meeting of the California Libray Association. This meeting will be in San Diego on October 22-27th.

Reports-

A. Report of the meeting of the Public Library Executives of Central California.

Mrs. Kendree reported that she attended a portion of this meeting. She said the group discussed the advisability of placing signs in public buses.

The City libarian reported that about sixty people attended the meeting and twenty-two went to dinner at the Town House Cafe.

B. Monthly reports.

Monthly reports were presented and discussed. The City Librarian called special attention to the report of the processing department.

Mrs. Hanselman called attention to the drop in circulation at the John D. Daly Library. The City Librarian said the library staff would take steps to bring up the circulation.

Samuel C. Chandler
Secy M.H.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
November 14, 1962

MEMBERS PRESENT: Mrs. Hanselman, Dr. Farber, Mrs. Kendree, Mrs. Kelecheva.

ABSENT: Mrs. Mayre Albert.

Mrs. Hanselman called the meeting to order.
The minutes of the previous meeting were approved.

Correspondence-

The following letters were read:

A. A letter from E. Ronald Sherfelt of the Northern California Pharmaceutical Association.

B. A letter from the Jefferson Elementary School PTA thanking the City Librarian for speaking at the PTA.

C. Letters from school classes thanking Miss Kraus, Children's Librarian.

D. Letters and complaints protesting the third overdue notice and employment of the police were presented.

The Commission ordered the letter read. Dr. Farber moved and Mrs. Kelecheva seconded that the City Librarian contact the City Attorney or the City Manager to see if suggestions for removal of objectional words can be removed.

Old Business-

A. The City Librarian asked for a discussion of the proposed changes in the classification and job descriptions of Library Assistants III and II. He reported that recommendations for the change must be sent to the Personnel Board in December.

Dr. Farber moved and Mrs. Kendree seconded that the position of Library Assistant III be abolished and a position of Secretary III be adopted instead.

The Commission voted in favor of the motion. Dr. Farber moved and Mrs. Kendree seconded that persons now classified as Library Assistant III and Library Assistant II be given promotional examinations and enter the new class at the steps they now occupy.

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
November 14, 1962

New Business-

A. The City Librarian explained that the maintenance account in the 1962-63 budget had been cut. This necessitates dropping some of the projects requested by the Library Commission.

B. Mrs. Hanselman moved and Dr. Farber seconded that the plan to purchase a sump for the basement of the Westlake Library be dropped and only half of the shelves requested be built during 1962-1963.

C. The City Librarian presented circulation figures in cities in San Mateo and Santa Clara Counties. It was noted that the circulation of the Daly City Public Libraries are drawing nearer to those of libraries in cities of equal population.

D. Mrs. Kendree asked for a description of the memorial fund instituted by the Friends of the Daly City Public Library. The fund, it was reported, was instituted to give donors an opportunity to donate money for the purchasing of material in memory of someone else. The Commission directed that name plates containing the name of the donor and the person or cause in whose name the gift is presented be placed in each volume.

Reports-

Upon request of the Chairman of the Library Commission, the City Librarian gave a report of the recent meeting of the California Library Association. He noted that he attended the meeting and the luncheon of the Trustee Association. He told of some projects instituted by some commissions and others adopted by Friends of the Library groups.

Monthly reports were noted. Special attention was directed towards circulation figures of the John D. Daly Library.

Respectfully submitted,

Samuel Chandler

Secretary

1963

MINUTES OF THE MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
January 9, 1963

MEMBERS PRESENT: Mrs. Hanselman, Dr. Farber, Mrs. Kendree, Mrs. Kelechava.

" ABSENT: Mrs. Albert.

Old Business

A. The chairman recalled that the City Librarian had been directed to contact the City Attorney to see if certain objectionable words could be removed from the third notice sent to delinquent borrowers.

The chairman explained that this notice is a letter stating that legal measuresmay be used to effect the return of the library's property, and therefore, had been formulated with the advice of the City Attorney.

The City Librarian reported that the City Attorney agreed that some words could be changed, but the form should not be altered.

Dr. Farber moved and Mrs. Kelechava seconded that the words: "and further, are subverting the basic foundation of the free library system," be removed from the second paragraph of the letter.

B. The chairman asked for a reading of the recommendations that were sent to the Personnel Board on December 27, 1962.

The City Librarian read the recommendations calling for raising Library Assistant III from range nine to range eleven and Library Assistants II from range seven to range nine.

The Chairman recalled that these recommendations were agreed to by the various commission members upon the advice of the City Librarian and the City Manager in lieu of recommendations rescinded on December 26, 1962.

The City Librarian asked for a review of the duty statement of the Library Assistant position.

C. Mrs. Hanselman moved, Mrs. Kendree seconded that the City Librarian present a new duty statement at the February meeting of the Library Commission.

D. Mrs. Hanselman called for a review of the contract with San Mateo County Library.

After reading the contract the City Librarian observed that the Contract would be renewed automatically if neither party objected.

Mrs. Kendree asked if the City Librarian thought the contract was fair to both agencies. The City Librarian replied that it as. He further observed that the formula for the contract was that worked out by the Daly City Public Library Commission two years ago.

Dr. Farber, made a motion and Mrs. Kelechava seconded that the Commission accept renewal of the contract for 1963-64. The motion passed.

Mrs. Kendree asked the City Librarian to make sure that the City Officials notify the Commission when the contract is renewed.

She further asked that the Commission members be notified whenever the City Council or another agency is to discuss matters pertaining to the Public Library.

New Business

A. Mrs. Hanselman reported that she had received a copy of the Master Plan for California Libraries.

The City Librarian observed that the state aid bill being introduced to the State Legislature was based upon this master plan. If the bill passes, state aid may be extended to cooperatives made up of autonomous public libraries who agree on measures that will benefit each library.

B. The City Librarian reviewed the Decatur Public Library's nationwide survey of Public Library salaries. It was noted that California Librarians are higher paid than those in other states. It was also noted that some salaries in the Daly City Public Library are slightly lower than the average for California cities.

C. Dr. Farber moved, Mrs. Hanselman seconded that the City Librarian survey library needs in areas that may be annexed to the City and present the results of his study to the City Manager.

D. Mrs. Kendree asked about the map collection that was donated by the Friends of the Library. The City Librarian reported that he is going to make an exhibit of them in the near future.

E. Mrs. Kendree asked if paper back books are practical in a public library.

The City Librarian said they were impractical unless they were rebound. There are, he reported some companies who sell rebound paper backs and the Daly City Public Library has purchased a few books from them.

F. Mrs. Kendree asked if parking would become a problem when the apartment houses near the library are finished.

The City Librarian reported that the City owns ten stalls near the library. Moreover the Doelger Co. plans to leave the public parking stalls that are near the library.

Reports

The City Librarian presented the reports for November and December. A sharp rise was noted in the circulation figures for December.

Respectfully submitted:

Samuel C Chandler

Samuel C. Chandler, Librarian

MINUTES OF THE SPECIAL MEETING OF THE DALY CITY LIBRARY COMMISSION
Daly City Public Library, 275 Southgate Avenue, Daly City, California
December 26, 1962

After consultation with the Chairman of the Library Commission and under her direction, the City Librarian called each Library Commissioner. Each agreed to rescend the motions made in previous meetings regarding the positions of Library Assistant III and Library Assistant II.

It was agreed to recommend to the Personnel Board that the position of Library Assistant III be raised from range nine to range eleven and a new duty statement be adopted; that the position of Library Assistant II be raised from range seven to range nine and the duty statement be altered so applicants will be tested for clerical skills.

Respectfully submitted:

Samuel C Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION
Minutes -- Regular Meeting
February 13, 1963

MEMBERS PRESENT: Mrs. Hanselman, Dr. Farber, Mrs. Kendree, Mrs. Albert and Mrs. Kelechava

MEMBERS ABSENT: None

I. The minutes of the January meeting were read and approved.

II. OLD BUSINESS:

A. New duty statement for the Library Assistant III Position.

Upon request of the Chairman of the Commission, the City Librarian presented a statement giving the definition, the job characteristics, and examples of duties currently assigned to Library Assistant III.

From this information, the members of the Library Commission prepared a new duty statement. Dr. Farber moved; Mrs. Hanselman seconded that the City Librarian be instructed to ask the City Personnel Officer to study the new duty statement before the Library Commission presents it to the City Personnel Board. The resolution passed.

B. Changes in the duty statement for the position of Library Assistant II.

Mrs. Hanselman moved and Mrs. Kendree seconded that the duty statement for Library Assistant II be amended to require applicants to be able to type fifty words a minute. The resolution passed.

C. Library facilities in the Southern Hills Annexation and the Bayshore Annexation.

The City Librarian reported that residents of the Bayshore area had inquired about Daly City's intentions regarding the branch of the San Mateo County Library in the proposed Bayshore annexation. He reported that he had discussed the inquiries with the City Manager. The City Manager had instructed him to say that Daly City would continue the County services if the area is annexed to Daly City. Discussion followed.

The Chair directed the City Librarian to investigate ways of sending memeographed information about the Public Library to new residents of Daly City, especially those in new sub-divisions. Several means were suggested by Commission members.

IV. New Business

A. Library legislation.

The City Librarian read a paper giving a summary of the provisions of AB 590 which provides a program of state grants to local public libraries to improve and extend local service through cooperative measures.

Dr. Farber moved and Mrs. Kelechava seconded that the Library Commission write to each member of the Legislature of San Mateo County urging the passage of the bill.

Ayes: Mrs. Hanselman, Dr. Farber, Mrs. Kendree Mrs. Kelechava

Abstaining: Mrs. Albert

To illustrate the kind of cooperative that might be formed if AB 590 is passed, the City Librarian reviewed a proposed program in San Mateo County.

B. Increased postal rates.

The City Librarian stated that other public libraries in the Bay area were increasing the amount collected for reserve and request postals.

After a discussion, Mrs. Kendree moved and Mrs. Kelechava seconded that the amount charged for the reserve and request postal card be raised to six cents.

Ayes: Mrs. Kendree, Mrs. Kelechava, Mrs. Hanselman

Noes Dr. Farber

Abstaining Mrs. Albert

C. The teen-ager in the library

The results of a survey of problems raised by teen-agers in 1,800 public libraries were presented. The study indicates that problems proposed by the increased number of adolescents using public libraries was increasing all over the country. Discussion pinpointed such problems in the Daly City Public Libraries and other public libraries in the bay area.

The City Librarian reported that on February 8, 1963, the Peninsula Library Association studied these problems. He stated that the use of monitors and the formation of library policy that might be placed in each teen-ager's hand were widespread practices.

V. Reports.

The City Librarian presented the monthly reports. Dr. Farber asked why the circulation at the John D. Daly Library was lower, month after month than during 1961-1962. He pointed out that the same problems that kept people from using that branch existed last year, yet the circulation was greater.

The Chair directed the City Librarian and the staff of the John D. Daly Library to investigate ways of increasing circulation.

Adjournment at 10:45 P.M.

Respectfully submitted,

Samuel Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION
Minutes -- Regular meeting
March 13, 1963

MEMBERS PRESENT: Mrs. Hanselman, Mrs. Kendree, Mrs. Kelechava.

MEMBERS ABSENT: Dr. Farber, Mrs, Albert

I. The minutes of the February meeting were read and approved.

II. OLD BUSINESS

Third notice letter: The city librarian reported that the third notice letter had been revised as the Commission had directed. Mrs. Hanselman observed that the legal requirements were served in the revised letter.

III. Report on the library in Bayshore City--The City Librarian presented a letter from the County Librarian giving the costs of operating the Bayshore Branch Library, the number of books therein, the personnel, and the equipment.

The city librarian said he had talked with the City Manager and the County Librarian and he could assure the Library Commission that the service would be continued.

IV. NEW BUSINESS

The 1963-64 budget--The budget for 1963-64 was discussed at length. The budget is divided into three parts, salary, operating expense, and capital outlay. Each of these is divided into a number of accounts. The Commission discussed each account.

Mrs. Kendree moved and Mrs. Hanselman seconded that the City Librarian be directed to draw up the budget according to the Commission's recommendations and present it to the City Manager.

V. REPORTS

The City Librarian presented the reports for February, 1963. Mrs. Hanselman observed that the circulation increased in both libraries during the month of February.

Respectfully submitted,

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

No quorum in April. M.N.

May 8, 1963

MEMBERS PRESENT: Mrs. Hanselman, Dr. Farber, Mrs. Kendree, Mrs. Albert, Mrs. Kelechava, Samuel Chandler, Librarian

MEMBERS ABSENT: None.

Mrs. Hanselman, Chairman, welcomed Charlotte Corvo who was serving as City Librarian during the Youth in Government Week, May 6 to May 13, 1963.

OLD BUSINESS

MINUTES OF PREVIOUS MEETING: The minutes of the meeting of March 13, 1963 were read and approved.

SUMMER READING PROGRAM: The City Librarian read a program of summer activities formulated by the Children's Librarian and the City Librarian. It would establish story hours at both libraries, news releases and cooperation with the Recreation Department.

Mrs. Albert moved and Mrs. Kendree seconded that the program be adopted. The motion passed.

NEW BUSINESS

LETTER TO MRS. ANNIE KOHLHAUF: Mrs. Hanselman moved that a letter of thanks for placing flower arrangements in the Libraries be sent to Mrs. Annie Kohlhauf of 520 Washington Street, Colma, California.

Mrs. Kelechava asked that the motion be amended so that a copy of the letter could be sent to the president of the Garden Club to which Mrs. Kohlhauf belongs. The amendment was seconded and accepted. Mrs. Kendree seconded the amended motion. The motion passed.

REPORT ON THE CHANGES OF DUTY STATEMENTS AND SALARY RANGES RECOMMENDED BY THE LIBRARY COMMISSION: The City Librarian reported that as a result of a study, the Personnel Department had recommended to the Personnel Board that the duty statement recommended by the Commission be adopted; that the title of Library Assistant III be changed to Principal Library Assistant; that the salary range be upgraded from range nine to range eleven as the Commission had recommended; that the title of Library Assistant II be changed to

Library Assistant; the the duty statement be changed as the Library Commission had recommended. The range, however, to remain the same.

Mrs. Hanselman moved, Dr. Farber seconded that the Commission support the changes recommended for the Library Assistant III position, but let its own recommendation regarding Library Assistant II stand.

The motion passed.

HISTORICAL MATERIAL: The City Librarian reported that a suggestion had been made to the effect that the Public Library gather historical material from living pioneers. While the members of the Commission expressed their belief that such a project would be useful, they feel that the project is out of the providence of the public library. The Commission directed the City Librarian to work with the San Mateo Historical Society as much as possible.

PRESENTATION OF HISTORICAL MATERIAL. Mrs. Hanselman presented an ancient deed to the Library and asked that it be placed with other historical material.

MEETINGS OF THE CALIFORNIA LIBRARY ASSOCIATION. The annual meeting of C.L.A. will be held in San Francisco December 9 to 13, 1963.

The Golden Gate District meeting will be May 11, 1963 at the International Inn which is near the San Francisco airport.

The Chairman of the Commission urged all Commission members to attend these meetings.

ROBBERIES OF JOHN D. DALY LIBRARY: The City Librarian reported that the John D. Daly Library had been robbed twice in two weeks. He reported that steel gauge screens had been placed over every window; a lock had been installed in a filing drawer. He believes that these measures will prevent future robberies.

CORRESPONDENCE: A letter was received from Aaron Hanin expressing thanks for allowing him to exhibit his paintings in the Westlake Library.

A letter was read from David Sabsay, Librarian of the Santa Rosa Public Library, thanking the Library Commission for its letters to legislators in support of AB 590.

REPORTS: Circulation reports showed that circulation is increasing in both libraries.

Mrs. Albert expressed approval of the list of notable books compiled monthly by Miss Jackson of the John Daly Branch. Other Commissioners and the City Librarian stated that they agreed with her.

SUBMITTED BY Samuel C. Chandler
Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

June 12, 1963

MEMBERS PRESENT. Mrs. Hanselman, Mrs. Kendree, Dr. Farber, Mrs. Kelechava

MEMBERS ABSENT: Mrs. Albert

The minutes of the previous meeting were accepted as read.

In response to a question, the chairman stated that Mrs. Albert failed to notify the Chairman of the Commission that she would not attend the meeting.

Several commissioners observed that Mrs. Albert misses three times as many meetings as she attends.

Mrs. Kendree moved and Mrs. Kelechava seconded that the City Manager be asked to obtain a ruling stating the number of meetings a Commissioner may miss before forfeiting his seat. The motion carried. The City Librarian was directed to carry the Commission's desires to the City Manager.

The City Librarian reported that summer time story hours were scheduled for Tuesdays at 10:00 A. M. and 10:30 A. M at the Westlake Library, and at the same hours on Wednesdays at the John Daly Library.

Mrs. Kelechava asked if mothers were welcome at these story hours. The city Librarian said they were.

Mrs. Kendree asked if a folding screen had been purchased for the John Daly Library. The City Librarian said the item had been included in the new budget, but could not be purchased from the 1962-63 budget.

The City Librarian reviewed the expenditures for 1962-63. He explained that some of the money budgeted for full-time personnel had been spent to hire more part-time clerks to meet the increased circulation that the library is experiencing.

The City Librarian then reviewed the proposed 1963-64 budget in light of the expenditures for 1962-63. He explained that in 1963-64 the maintenance and insurance accounts would not be charged to the Library's budget.

Mrs. Kendree moved that the library policies adopted by the Library Commission be mimeographed with copies being placed in the City Hall and in the hands of the Commission members. Mrs. Hanselman seconded the motion. The motion passed.

The City Librarian reported that the City Purchaser had secured pictures and pieces of identification plates. After examining the samples, the Commission directed the Librarian to purchase sign mountings for each employee.

The City Librarian reviewed the purchasing procedure now used by the City. In response to questions from Commissioners, he explained the library's relation to Finance Department and its branches, the City Purchaser, and the Central Service and Receiving Department. He also showed the Commission copies of the forms used. He observed that this procedure is the best he has ever seen.

Dr. Farber asked for a review of the ordering and processing procedures of the Library. After the review, Dr. Farber moved, and Mrs. Kelechava seconded that a news story outlining these procedures be written.

The City Librarian reviewed the chapter pertaining to Libraries in the book "Sick Cities" by Mitchell Gordon. The report showed that the loss and mutilation of books has become a costly problem in many cities as it is in Daly City. Mrs. Kelechava moved, Dr. Farber seconded that this matter be reported to the press.

Other parts in Mr. Gordon's book are concerned with the use of the library by teenagers, publicity, special collections and finance.

Mrs. Kendree asked for a statement of parking problems since the parking lot and the road had been changed. The City Librarian said he had not observed any parking problems.

The statistics for May were reported on a new form. The City Librarian asked if the Commission would adopt the new form. Mrs. Hanselman so moved, Dr. Farber seconded. The motion carried.

Reports show a marked increase in circulation at both libraries. The increase in circulation of children's books at the John Daly Library being especially noticeable.

SUBMITTED BY Samuel C. Chandler
SAMUEL C. CHANDLER, LIBRARIAN

July 3, 1963

Daly City Public Library Commission
Daly City, California

Dear Members:

A quorum will not be present for the July meeting of the Library Commission because many of the members are out of town.

The commission meeting for July is cancelled.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

August 14, 1963

ROLL CALL:

Present: Mrs. Hanselman, Dr. Farber, Mrs. Staub, Mrs. Kendree, and Mrs. Kelechava.

Guests: Three citizens and City Librarian

Mrs. Hanselman, as chairman of the commission, welcomed Mrs. Helen Staub, the new member of the Library Commission.

REVIEW OF CLOSED STACK PROCEDURE

The City Librarian reported that some patrons have complained that certain books were in closed shelves in one branch but not in the other. He said some criticism had been received from high school students who had been denied the use of books in the locked case or on the closed shelf. Because of these complaints, he suggested that a policy should be established and all branches should be required to conform to it.

By way of suggestion he read a policy similar to those adopted by certain libraries in the San Francisco area:

> "It is part of the Library's program to encourage both an appreciation of the arts and an understanding of topics of current interest. A special endeavor is to provide material peculiar to the needs of the varied citizenry of Daly City.
>
> Closed shelves, as a broad policy, are contrary to the purposes and goals of the library. In some cases, however, certain rare or valuable books need protection from possible damage. In certain other cases, the peculiar nature of some books may give cause for the limitation of their circulation. It is the prerogative of the City Librarian to establish a closed shelf and to place therein such books as he may see fit.

Mrs. Kendree moved that the policy be amended with this sentence: However, for the best interest of the Public Library, the City Librarian will submit to the Library Commission a semi-annual list of the titles on closed shelves and in locked cases.

Such lists she observed would keep the members of the Library Commission apprised of the titles so shelved.

A gentleman from the floor asked for time to address the Library Commission. He stated that the policy proposed by the City Librarian would allow the City Librarian to prohibit adults as well as children from using all or any of the books in the locked cases or on closed shelves. He asked the Commission to write into any policy a sentence that would prevent the City Librarian from limiting the circulation of library material to adults.

The City Librarian asked if such a policy would force the circulation of reference books as well.

Mrs. Hanselman observed that the Library Commission must take care not to adopt a policy that would prevent the Librarian from limiting the circulation of reference tools and rare titles.

Mrs. Kendree said the matter was one of administration, not policy.

Dr. Farber moved, Mrs. Staub seconded that the matter of a closed shelf policy be held over until the Commissioners had more time to study the issues involved.

The motion carried.

PLANS TO SERVE THE TEENAGERS IN THE LIBRARY DURING THE SCHOOL TERM 1963-64.

Mrs. Hanselman asked if any plans to control the deportment of teenagers had been formulated.

The City Librarian said he hoped to hire a monitor to assist in the disciplining of children. He said he felt it was the responsibility of every staff member to discipline according to policies outlined last September in a staff meeting. He stated that children should be asked to leave the library whenever their conduct proved annoying to other readers or to staff members. He said that he believed no one should be allowed to remain in the library whose conduct could not be accepted by responsible adults.

Dr. Farber said he believed the staff should require children to respect the rights of adults to use the library.

Mrs. Kelechava asked if the police would be asked to patrol the libraries.

The City Librarian said the police were always on call and would patrol the libraries if necessary.

Mrs. Hanselman said the Library Staff could be sure that the Commission would support them in requiring proper decorum from all patrons.

STUDY OF THE ACQUISITION OF THE BAYSHORE LIBRARY

The City Librarian read a letter from Miss Virginia Ross, San Mateo County Librarian, outlining the anticipated costs of operating the Bayshore Library. It also outlined what it would cost Daly City to rent the books and equipment in the Bayshore Library.

He stated that the maintenance and purchasing staff of the City of Daly City had agreed that it would cost no more than the county was asking as rent to replace the entire operation. With this in mind he had submitted a budget to the City Manager calling for replacing all County books and equipment.

Mrs. Kelechava and Dr. Farber stated that the request was reasonable and in accord with the thinking of the members of the Library Commission.

AB 590

The City Librarian asked for time to review the status of legislation effecting libraries. He stated that AB 590, The Library Aid Bill, had passed and $850,000 had been appropriated to implement the new law.

Mrs. Hanselman observed that this was good news for California public libraries.

ELECTION OF OFFICERS

Dr. Farber nominated Mrs. Hanselman for a new term as Chairman of the Commission. Mrs. Staub seconded the motion. Mrs. Hanselman said she would rather someone else be chosen as chairman.

Mrs. Kendree nominated Mrs. Kelechava; Mrs. Hanselman seconded. Dr. Farber moved that Mrs. Kelechava be chosen by a unanimous vote, Mrs. Kendree seconded. The motion passed.

Mrs. Hanselman nominated Mrs. Kendree for Secretary. There being no other nominations Mrs. Hanselman asked for a unanimous vote.

NEWS NOTES OF CALIFORNIA LIBRARIES

Upon request of the Chairman of the Library Commission, The City Librarian reviewed the statistical issue of News Notes of California Libraries. He noted that Daly City had one of the most outstanding increases in circulation in the state. Daly City's budget increases are placing the city in a more comparative position than it has ever enjoyed.

He noted, however, that the size of Daly City's collection is much smaller than that of cities in the same population class. He showed that the increase in salaries granted moves Daly City from the bottom of the list to the middle. The salaries of the City Librarian and some clerical positions are still less than those paid in most cities of similar population.

The City Librarian reviewed an article regarding reference service by mail. He stated that this is one of the exciting new developments in library service.

REPORTS

Reports for July and June showed a steady increase in circulation in both libraries.

Doctor Farber expressed approval of the new report forms now being used.

Submitted by Samuel C Chandler
SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

September 11, 1963

ROLL CALL:

Present: Mrs. Kelechava, Dr. Farber, Mrs. Kendree, Mrs Staub.
Excused: Mrs. Hanselman.

Guests: City Librarian

CLOSED STACK POLICY

Upon request of the chairwoman, the City Librarian read the proposed closed stack policy.

Mrs. Kendree moved that the words: "Their withdrawal from the open stacks," be substituted for the words: "The limitation of their circulation." Mrs. Staub seconded and the motion carried.

Dr. Farber moved the adoption of the resolution as amended. Mrs. Kendree seconded and the motion carried.

APPLICATION FOR A PLANNING GRANT AS STIPULATED IN THE LIBRARY SERVICE ACT

The City Librarian reported that the executive librarians from the San Mateo County Library and the eight independent city libraries within the county are holding study sessions persuant to an application for a planning grant for a system that may develop in San Mateo County.

He said he would be able to make a more complete report in the October meeting.

Dr. Farber moved that the October meeting be devoted to a study of the bill and all plans of cooperation that may include the Daly City Public Library. Mrs. Staub seconded. The motion carried. The chair instructed the City Librarian to assemble all the information.

BOOK LOSSES

A study of the results of a survey showed that loss of books and certain non-book materials due to theft is costing the people of the Bay Area a large amount of money and impairs some of the most vital services the public libraries can render.

The City Librarian said the percentage of the collection lost through theft and mutilation in the Daly City Public Library is about equal to the national average.

Mrs. Kendree asked why books are not checked in before the borrower leaves the library. The City Librarian explained that generally the books

lost are not those that have been borrowed and returned, but reference books and other material that is purchased for use in the library. These include encyclopedias, dictionaries, picture books, art books and reference books on literature. Impatient and selfish people steal them rather than use them in the library.

BUDGET

Dr. Farber asked that the City Librarian be instructed to secure for the Commission's use a copy of the City Budget. The City Librarian reported that he had asked the Finance Director for copies for each Commissioner.

Mrs. Kendree observed that the Commission should receive reports of how rapidly the library budget is being spent.

The City Librarian reported that he has asked the Finance Director for multiple copies of the reports sent to the City Librarian.

REPORTS

The monthly reports were distributed. Mrs. Kelechava called attention to the increase in the circulation at the John Daly Library.

The City Librarian asked the commission to note the report of the processing department. This he noted shows a book stock of 36,826 which is twice as many books as the city owned in 1959.

There being no further business, the meeting adjourned at 10:15 P. M.

Submitted by: Samuel C Chandler
Samuel C. Chandler, Librarian
M. H.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 9, 1963

ROLL CALL:

Present: Mrs. Kelechava, Mrs. Hanselman, Mrs. Staub, Mrs. Kendree and Dr. Farber

Guests: City Librarian

MINUTES.

The minutes of the preceding meeting were read and approved.

PARKING

The Commission instructed the City Librarian to request that parking in the stalls adjacent to the Library Building and the apartment building be restricted to one-half hour parking.

DISCIPLINE

Dr. Farber expressed concern over the lack of deportment by the large number of teen agers who use the library at night.

Mrs. Staub questioned the advisability of keeping a uniformed man on duty each evening.

The City Librarian said that the volunteer policeman was only a temporary employee.

Dr. Farber moved that the policeman be replaced by someone who would keep the discipline to the standards of a study area. Mrs. Kendree seconded and the motion carried.

The chair directed the City Librarian to institute methods of obtaining better discipline.

BUDGET REPORT

Mrs. Staub proposed that the City Librarian communicate to the City Finance Department a request that each Commissioner be mailed a copy of the city budget and other pertinent budget reports.

LIBRARY SITES

The Chair presented a letter from the City Clerk in reply to the Library Commission's letter regarding a library site in the Christen Ranch annexation. The letter stated that land for civic buildings had been set aside.

Mrs. Staub asked if the land for the Library was in the area presented by the developer as the site for civic buildings .

The City Librarian said that the Council was fully aware of the needs of placing a new library in a suitable area. He said that the area on the developer's map did not of necessity bind the City to build there. He reported that the needs of the library were being carefully guarded by the City Council.

BAYSHORE LIBRARY

The City Librarian read a letter from the County Manager stating that the County Library tax that had been assessed in Bayshore Village would be collected during 1963/64.

The Librarian said that for this reason the City and County officials concerned had decided that the County would operate the Bayshore Library during 1963/64.

He reported that the Bayshore Library would have to be withdrawn from the County Library System as prescribed in the Education Code of the State of California.

PLANNING GRANT

The City Librarian reviewed proposals of alignments of libraries for participation in a planning grant as stipulated in the new state law. One of these calls for an application from seven independent public libraries operated by cities in San Mateo County and the San Mateo County Library. The other calls for a planning grant from the independent public libraries in San Francisco, San Mateo, and Santa Clara Counties, and the San Mateo County and the Santa Clara County Libraries.

Mrs. Hanselman moved that the Daly City Public Library Commission recommend to the City Council that Daly City join in a planning grant for the seven public libraries and the County Library in San Mateo County. Mrs. Kendree seconded and the motion passed.

CLOSED STACK POLICY

Mrs. Stabu moved that dates for the Librarian's report of books in closed stacks be specified. Mrs. Hanselman seconded and the motion carried.

Dr. Farber moved that the dates be the date of the first meeting in January and the first meeting in July. If it occurs that there is no meeting of the Commission in January or July, the report to be in the next meeting. Mrs. Staub seconded and the motion carried.

FRIENDS OF THE LIBRARY WORKSHOP

The City Librarian reported that the Friends of the Daly City Library had been invited to a workshop to be held in Berkeley, Oct. 25, 1963.

The Chair directed the City Librarian and Commission members to urge the members of the Friends of the Library to attend the workshop.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November 13, 1963

ROLL CALL.

Present: Mrs. Kelechava, Mrs. Hanselman, Mrs. Kendree and Dr. Farber.

Excused: Mrs. Staub

Guests: City Librarian

MINUTES

The minutes of the last meeting were approved as submitted.

SERVICE TO RESIDENTS OF TRAILERS AND MOTELS

A delegation of people living in mobile homes asked the Commission to repeal the rule prohibiting residents of mibile homes from obtaining library cards.

Several members of the delegation explained that although they lived in trailers, they were permanent residents of Daly City.

Mrs. Kendree moved that the matter be held over for further study. Dr. Farber seconded and the motion carried.

The Chair observed that it would be advantageous for the delegation to send a letter outlining the request.

OLD BUSINESS -- REPORT OF PROGRESS OF THE APPLICATION FOR A PLANNING GRANT AS PER AB 590

The City Librarian reported that the City Council had approved the recommendation of the Library Commission that Daly City join other libraries in San Mateo County in applying for a planning grant.

NEW YORK STATE REPORT

Upon request of the Chair, the City Librarian reviewed an article outlining the activities of the systems formed in New York State.

Dr. Farber observed that the Commission should exercise great care before joining such a system if one forms in the San Mateo County area.

CLERK OF THE COMMISSION

Mrs. Kelechava spoke of the need of appointing a member of the library staff to serve as clerk of the Library Commission.

Mrs. Hanselman moved that Mrs. Velma Yule should be appointed. Dr. Farber seconded.

Mrs. Kendree asked if Mrs. Yule's time would permit her to take over new responsibilities. The City Librarian said he would be able to arrange her hours and her work load so she could serve as clerk of the Commission.

The chair called for a vote. The motion carried.

BUDGET REPORT

The City Librarian reviewed the monthly budget report. To date most of the money in the budget has not been encumbered.

NEW BUSINESS--C.L.A. CONVENTION

A letter from Mr. John Bransten, President of the San Francisco Library Commission, reports that the Trustee Section of the California Library Association will maintain a hospitality room during the convention. It suggested that refreshments should be furnished by contributions from the various Library Commissions.

Mrs. Kendree moved that the Daly City Library Commission send $10. Mrs. Hanselman seconded. The motion carried.

The Chair directed the City Librarian to ask the City for the appropriation.

Mrs. Hanselman moved, Mrs. Kendree seconded that the City be asked to use the money in the budget for meetings and conventions to make reservations for Commission members and staff members at C.L.A. in San Francisco on December 10 -- 13, 1963. The motion carried.

REPORTS

The City Librarian presented the monthly reports. These show a steady rise in circulation in both libraries.

Samuel C Chandler

Samuel C. Chandler, Librarian

1964

Maude Hanrahan

BY-LAWS

ARTICLE I. LIBRARY COMMISSION

Section I. The Daly City Public Library shall be managed by a Commission designated as the Library Commission, consisting of five members to be appointed and to act in the manner provided by the laws of the State of California.

ARTICLE II. OFFICERS

Section I. The officers of the Library Commission shall consist of a President and a Secretary.

Section 2. The president shall be elected by the Library Commission from its own membership. The secretary shall also be elected by the Library Commission.

Section 3. Election of officers shall be held at a Commission meeting in July of each year.

Section 4. Officers shall serve for one year, but are eligible for re-election.

Section 5. The Library Commission by a majority vote may recommend to the City council of the City of Daly City that any of its members be granted a leave of absence at any time.

ARTICLE III. DUTIES OF OFFICERS

Section 1. PRESIDENT. The President shall preside at all meetings of the Library Commission, and shall be a member ex officio with the right to vote on all committees. He shall communicate to the Commission such matters and make such suggestions as may in his opinion be advisable or necessary and shall perform all other duties which are necessarily incident to the office of President of the Library Commission.

Section 2. SECRETARY. The Secretary shall attend all meetings of the Library Commission, shall keep a record of their meetings, and shall carry on the necessary correspondence of the Commission.

Section 4. The minute book shall not leave the Library without the knowledge and consent of the President and of the Librarian.

ARTICLE IV. MEETINGS

Section 1. The regular meetings of the Library Commission shall be held on the second Wednesday of each month at the City Hall.

Section 2. Special meetings may be called at any time by three Commissioners, by written notice served upon each member at least three hours before the time specified for the proposed meeting.

Section 3. Commission members shall be notified in writing at least three days in advance of each meeting.

ARTICLE IV. MEETINGS (Cont'd)

Section 4. The order of business shall be:

a) roll call
b) reading of the minutes
c) reading and authorizing payment of bills
d) report of the Librarian
e) monthly financial statement
f) other reports
g) old business
h) communications
i) new business
j) adjournment

Section 5. Robert's Rules of Order, Revised, shall be the parliamentary authority of the Commission, subject to special rules which have been or will be adopted.

Section 6. The Librarian shall be designated ex officio Clerk-of-the-Commission.

ARTICLE V. COMMITTEES

Section 1. Each year the President shall appoint such committees as are required.

ARTICLE VI. AMENDMENTS

Section 1. These by-laws may be amended or repealed by a majority vote of the Library Commission.

Section 2. Notice of proposed changes of the by-laws shall be given with the call of the meeting.

ARTICLE VII.

Section 1. No Commissioner shall act individually on any matter pertaining to the library. The entire Library Commission is to act as a body.

ARTICLE VIII. RULES, REGULATIONS, AND BY-LAWS

Section 1. The Library Commission may make and enforce all rules, regulations, and by-laws necessary for the administration, government and protection of the libraries under its management, and all Property belonging thereto.

The regular meeting of the Daly City Library Commission was held on November 12, at 8:00 PM in the City Hall. Those present included: Mr. Henry Sundermann, Mrs. Maude Hanselman, Mrs. Margo Westgaard, Mr. Wayne Carr, Mr. Jack Marsicano, Mrs. Marcie Trier.

Minutes of previous meeting were read and approved.

Reading of bills -- None.

Librarian's report - Mrs. Trier read a letter from the Library Staff suggesting a change in Library hours. After much discussion it was the opinion of the Library Commission that for the benefit of the reading public, the Library hours should be from 12 AM to 9 PM., instead of the hours suggested in letter from Library Staff, however, no final decision was made as the Library Commission wished more time to consider this change.

Other reports -- Mr. Marsicano suggested that the Commission use same format on their stationary as other departments.

Unfinished business -- None.

Communications -- None.

New business -- Mrs. Westgaard spoke of a matter of a local teacher who teaches in Burlingame desiring special privileges in book withdrawls. It was the opinion of the Commission and Librarian that she or any other teacher residing in Daly City and teaching elsewhere abide by existing local rules.

The secretary was instructed to send a copy of Library Commission By-Laws to the following: Mr. Dan Andersen, City Administrator., Mr. Frank Blum, City Attorney., and one each to the Commissioners and Librarian.

It was suggested that the Librarian bring to next meeting a library report on circulation for the past three months for comparison.

Mrs. Trier stated Miss Dills, San Mateo County Librarian, would like very much to attend a meeting of Library Commission. Motion by Mrs. Westgaard, seconded by Mrs. Hanselman, we invite Miss Dills to be present at our next meeting.

Adjournment -- Mrs. Westgaard moved to adjourn, seconded by Mr. Carr.

Respectfully submitted

Marcie I. Trier, Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 8, 1964

ROLL CALL.

Present: Mrs. Kelechava, Mrs. Hanselman, Mrs. Kendree, Mrs. Staub, Dr. Farber and the City Librarian.

MINUTES.

Mrs. Kelechava called the m eting to order. The minutes of the meeting of November 13, 1963 were corrected to read as follows: Under the heading of SERVICE TO RESIDENTS OF TRAILERS AND MOTELS, Para. I, A delegation of people living in mobile homes asked the Commission to rescind the rule requiring residents of mobile homes to pay the non-resident fee in order to participate in library privileges.

Delete of Daly City in second paragraph.

Under the heading, CLERK OF THE COMMISSION: Mrs. Kendree moved and Mrs. Hanselman seconded that the words: to serve as clerk of the Library commission be amended to read to serve as recording secretary of the Library Commission. The same change to be made in paragraph one, line 4 on page 2. The minutes were accepted as corrected.

OLD BUSINESS

SERVICE TO RESIDENTS OF TRAILERS AND MOBILE HOMES

The City Librarian stated that he had learned from the County Librarian that San Mateo County extends its service to residents of trailer courts. Therefore, the contract with San Mateo County obligates the Daly City Public Libraries to serve residents of trailer courts who live in the area served by the San Mateo County Library.

Dr. Farber made a motion that the Commission comply with the county contract and extend library privileges to residents of San Mateo County who are covered by the contract and who can furnish all the necessary information required on the application cards of all borrowers. Mrs. Kendree seconded, motion carried.

Mrs. Kendree made a motion that the City Librarian be directed to draw up a policy defining accurately the eligibility of patrons who are entitled to library service. Dr. Farber seconded. The chairman ordered the policy to be presented at the next meeting.

WITHDRAWAL OF BAYSHORE LIBRARY

The City Librarian stated that to withdraw the Bayshore Library from the County Library system, the city must publish in a newspaper for two consecutive weeks before February 1, 1964, their intention. The City Librarian stated that the city attorney has drawn up this statment.

PARKING

The City Librarian stated that the City Manager had talked with the Doelger Company and they agreed to restrict the four stalls

on both sides of the parking lot for library patrons only. The City Librarian was directed to take action to see that the eight stalls be restricted for library patrons only with a two-hour limit from 10:00 A.M. to 9:00 P.M.

LOANS ON APPLICATION CARDS

Mrs. Kendree made a motion that library patrons be allowed to loan two books at the time of making application provided they furnish suitable identification such as driver's license or other bona fide identification which would be noted on the application card. Mrs. Hanselman seconded and the motion carried.

CORRESPONDENCE

The City Librarian read a letter from Dr. McWilliam of San Francisco State College, thanking the staff of the Daly City Library for their help in staffing the California Library Association Registration area.

A letter from Barton development Company regarding space for a library in St. Francis shopping center.

A letter from Mr. Harvey L. Gunderson regarding a gift subscription to The Naturalist for one year.

PLANNING PROPOSALS FOR STUDY PROVIDED BY STATE FUNDS

The City Librarian suggested that this topic be tabled until more information of the study of state funds is available. The Chairman agreed and so ordered.

REVIEW OF BY-LAWS

Dr. Farber made a motion that a committee consisting of Mrs. Kendree, Mrs. Kelechava, and Mrs. Staub be appointed to revise the present by-laws so that discussion of the revision could be made at the March meeting. Mrs. Hanselman seconded, motion carried.

NEW BUSINESS

Dr. Farber made a motion that the City Librarian write a letter on behalf of the Library Commission to the City Council thanking them for the offer of participation in the League of California cities and for their invitation to attend the annual Daly City dinner. Mrs. Hanselman seconded, motion carried.

REPORTS

The Commission studied the lists of books placed on the closed shelves at the John D. Daly Library and the Westlake Library. The November and December circulation reports and lists of books cataloged were distributed to the commission members.

Respectfully submitted,

Samuel C. Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 19, 1964

ROLL CALL:

Present: Mrs. Kelechava, Mrs. Hanselman, Mrs. Staub, Dr. Farber and City Librarian

Excused: Mrs. Kendree

Mrs. Kelechava, chairman, called the meeting to order at 8:00 P.M. The minutes of the meeting of January 8, 1964 were approved.

OLD BUSINESS

POLICY STATING THE ELIGIBILITY OF PATRONS FOR BORROWER'S CARDS

The City Librarian distributed a copy of the proposed policy on library privileges. It was moved by Mrs. Hanselman, seconded by Dr. Farber and carried unanimously that the policy on eligibility of patrons be accepted as submitted.

REPORT OF THE BY-LAWS COMMITTEE

Copies of the revised by-laws, rules and regulations of the Board of Trustees of the Daly City Public Library were distributed to the members by Mrs. Staub, member of the revision committee. It was decided to postpone the discussion of the revised by-laws to the March meeting.

LETTER TO CITY COUNCIL

The City Librarian read a letter of thanks which he had prepared to be sent to the City Council on behalf of the Library Commission. It was moved by Dr. Farber, seconded by Mrs. Hanselman and carried that the letter be accepted.

NEW BUSINESS

ADDITION OF FULL-TIME STAFF MEMBERS

The City Librarian reported that an examination was to be scheduled for the purpose of hiring two full-time employees on the Library Assistant II level.

CLA MEMBERSHIP FOR COMMISSION MEMBERS

Dr. Farber moved and Mrs. Kelechava seconded, carried unanimously that the City Librarian be instructed to renew the memberships for each commissioner in the California Library Association.

CARE AND KEEPING OF COMMISSION MINUTES AND RECORDS

The City Librarian was instructed to inquire whether or not the original

book containing commission meeting minutes could be moved to the Library at 275 Southgate and kept there permanently.

REPORTS

Circulation reports, processing reports, and lists of all books cataloged in January were distributed to the members. The Commission noted that the 1964 circulation for January was 3,000 greater than January, 1963.

The City Librarian reported that the public libraries in San Mateo County have selected a planning team consisting of William Spangle & Associates, City & Regional Planners of Redwood City and Mr. John Richards, former librarian of the city of Seattle, to conduct a survey of library service in San Mateo County. They will make recommendations for the future expansion and improvement of public library service in San Mateo County for planning grants from the State.

Respectfully submitted,

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

March 11, 1964

ROLL CALL:

Present: Mrs. Kelechava, Mrs. Hanselman, Mrs. Staub, Dr. Farber, Mrs. Kendree and City Librarian

Mrs. Kelechava, chairman, called the meeting to order at 8:10 P.M. The minutes of the meeting of February 19, 1964 were approved as submitted.

OLD BUSINESS

LIBRARY ASSISTANT II EXAMINATION

The City librarian reported that he had been able to change the type of examination for Library Assistant II. The modifications made in the examination should result in a more realistic examination for the position of Library Assistant II. The examination is to be given April 18, 1964.

BUDGET REPORT

The City librarian reported that the CLA membership would be renewed for all of the members of the Board of Trustees. Other accounts which showed balances were being depleted with the present processing of orders of books and supplies for Bayshore.

DISCUSSION OF THE REPORT OF THE BY-LAWS COMMITTEE

The by-laws were studied exhaustively and with methodic thought by the Board of Trustees. After much deliberation, Mrs. Kendree made a motion, seconded by Dr. Farber and carried that Mrs. Staub be directed to meet with the City Attorney to consider changes in Article II, Section 1, Article III, Section 2, and Article IV, section 5. The chairman directed that Mrs. Staub make this report at the next meeting.

BAYSHORE LIBRARY

The City Librarian read a report from the County Librarian regarding purchase of present furniture and book stock at the Bayshore Library. The Board of Trustees unanimously agreed that the Bayshore Library could be refurnished and restocked as economically by the City of Daly City. Mrs. Kendree moved, seconded by Dr. Farber and carried that the City Librarian arrange a visit to the Bayshore Library with the Board of Trustees on April 4, 1964 at 11:00 A.M. The Board of Trustees to meet with the City Librarian at the Daly City Public Library at 275 Southgate.

COUNTY CONTRACT

After discussion of the present agreement between the County of San Mateo and the City of Daly City for library services, Mrs. Hanselman moved, seconded by Dr. Farber and carried unanimously, that the present agreement be renewed with no changes for the fiscal year 1964-1965.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

NEW BUSINESS

BUDGET FOR 1964-1965

The City Librarian reported on the tentative budget for the year 1964-65. With threee libraries to operate for the next fiscal year, it was noted that there should be definite increases in all of the accounts of the library budget. The Chairman directed the city librarian to submit the budget as agreed upon by the Board of Trustees.

CORRESPONDENCE

The librarian read a letter thanking the Pacific Coast Instrument Company for the gift of five volumes of Thomas Register of American Manufacturers, 1963 edition.

REPORTS

The Board of Trustees studied the new form for circulation, registrations, and processing statistics which have now been incorporated on to one page. Dr. Farber moved, Mrs. Kendree seconded and motion carried that the present report form be adopted.

Dr. Farber directed the city librarian to make a study to determine if the library should be open during the dinner hour 6-7.

ANNUAL REPORT FOR CALENDAR YEAR 1963-1964

This report was tabled until the next meeting in April.

ADJOURNMENT

It was moved by Dr. Farber seconded by Mrs. Hanselman and carried that the meeting be adjourned.

Respectfully submitted,

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 8, 1964

ROLL CALL:

Present — Mrs. Kelechava, Mrs. Hanselman, Mrs. Staub, Mrs. Kendree and City Librarian

Excused — Dr. Farber

Mrs. Kelechava, president, called the meeting to order at 7:30 P.M.

The minutes of the meeting of March 11, 1964 were corrected as follows: delete Article IV, Section 5 in the paragraph entitled: DISCUSSION OF THE REPORT OF THE BY-LAWS COMMITTEE.

OLD BUSINESS

ADOPTION OF BY-LAWS

Mrs. Staub reported that she had met with the City attorney and that the wording of the by-laws as previously submitted conformed to the Education Code. Mrs. Hanselman moved, Mrs. Staub seconded that the revised by-laws as proposed by the By-Laws Committee be adopted. Motion carried. A copy of the by-laws will be attached to the minutes and sent to the City Council.

COMMISSION FILES AND MINUTE BOOK

The Librarian stated that a file in the Librarian's office would be designated for the purpose of retaining correspondence, reports, resolutions, and minutes of the Board of Trustees.

PRELIMINARY REPORT OF THE LIBRARY CONSULTANT OF THE STATE PLANNING GRANT TEAM

The Librarian made a report of the survey made by William Spangle and Associates and John Richards, librarian Emeritus of the Seattle Public Library. The final report of the planning team will make recommendations for the future expansion and improvement of public library service to keep pace with the population growth and increased demands for library services. Public Libraries which are participating in the survey are the municipal libraries of Daly City, San Bruno, South San Francisco, Burlingame, San Mateo, Redwood City, Menlo Park and the San Mateo County Library.

NEW BUSINESS

PROFILES OF TWENTY-FIVE LIBRARIES

The Librarian reviewed the "Profiles of 25 Libraries," a survey made by William Webster of the Hayward Public Library. It showed that the Daly City Library does not compare favorably with other libraries of its size as to books per capita, staff, and salaries.

FURNITURE FOR BAYSHORE LIBRARY

The Librarian showed samples of furniture that could be placed in the Bayshore Library. The Board of Trustees expressed their preference and directed the Librarian to confer with the city purchasing department to purchase the necessary furniture for the Bayshore Library.

The President was excused at 9:30 and Mrs. Kendree served as President pro tem.

PLANS FOR NATIONAL LIBRARY WEEK

The Librarian stated that the dates April 12 - 18 have been declared National Library Week for 1964. He presented the national program which has been developed around the "Key" theme. He also showed the placards built around the Peanuts cartoon which have been obtained through the Public Library Executives of California.

REPORTS

The monthly report and list of books cataloged were distributed to the members.

Discussion was held on the annual report based on the calendar year January, 1963 to January, 1964.

ADJOURNMENT

Meeting adjourned at 10:30 P.M.

Respectfully submitted,

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 13, 1964

ROLL CALL:

Present: Mrs. Kelechava, Mrs. Staub, Dr. Farber and the City Librarian

Excused Mrs. Hanselman, Mrs. Kendree

Mrs. Kelechava, President, called the meeting to order at 8:05 P. M.

The minutes of the meeting of April 8, 1964 were accepted as submitted.

OLD BUSINESS

LIBRARY HOURS

The City Librarian showed statistics compiled from April 28 to May 13, 1964 reporting on the number of patrons in the Westlake Library at 6:00 P.M. After a study and discussion of this report, Mrs. Staub moved that the Westlake Library remain open daily from 10:00 A. M. to 9:00 P.M week days and 10:00 A.M. to 5:00 P.M. on Saturday effective June 1, 1964. Dr. Farber seconded, motion carried. Mrs. Kelechava proposed that action on hours for the Bayshore Library be held over pending further study. Dr. Farber moved that both professional and non-professional personnel be required to work at night and on Saturday if a program of maximum efficiency so requires. Mrs. Staub seconded, motion carried.

RESULTS OF LIBRARIAN II EXAMINATION

The City Librarian reported that he was favorably impressed with the caliber of applicants who had successfully passed the examination. Promulgation of the Librarian II List will be made at the Personnel Board Meeting on May 14, 1964. The City Librarian reported that 17 had passed.

NEW BUSINESS

SUMMER READING PROGRAM

The City Librarian reported that Miss Kraus, Children's Librarian, planned to have picture book story hours at the John D. Daly Library every Tuesday starting June 16 and ending August 11 from 10:15 A.M. to 10:45 A.M. and at the Westlake Library on Wednesdays starting June 17 and ending August 12 from 10:15 to 10:45 A. M.

Dr. Farber moved that the program of Miss Kraus be accepted and that books of current interest be featured in the libraries during the summer and lists of these be made available. Mrs. Staub seconded, motion carried.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

PERIODICAL AND NEWSPAPER BINDERY

The Librarian discussed the holding of newspapers and periodicals in the libraries of Daly City. The Librarian was directed to inquire of libraries in the county of their holdings. Discussion and decisions were held over for further study. Mrs. Staub moved that the library bind the "Record and Weslake Times," and the "Post." Seconded by Dr. Farber, motion carried.

CORRESPONDENCE:

The City Librarian read a letter from Mrs. Edward de Martini regarding a one-year gift subscription of the California Parent Teacher Magazine to the Library.

The City Librarian also read a letter from Mrs. Lionel Farber thanking the Library staff for their cooperation in the recent Book Fair.

Mrs. Kelechava read a letter from Mrs. Peter Markovich.

The City Librarian was directed to acknowledge these letters.

REPORTS

The statistical report on circulation and lists of books cataloged were distributed to the members.

ADJOURNMENT

Adjournment at 10:30 P. M.

Respectfully submitted,

Samuel C. Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

June 10, 1964

ROLL CALL:

Present: Mrs. Kelechava, Mrs. Staub, Dr. Farber, Maude Hanselman, Gertrude Kendree and the City Librarian

Mrs. Kelechava, President, called the meeting to order at 8:10 P. M.

The minutes of the meeting of May 13, 1964 were accepted as submitted.

OLD BUSINESS

LIBRARY HOURS

The City Librarian reported that effective June 15, 1964, the Westlake Library would be open from 10:00 A. M. to 9:00 P. M., Monday through Friday and 10:00 A. M. to 5:00 P. M. on Saturday.

There will be no change at the present time in the hours for the John D. Daly Library.

Motion was made by Mrs. Kendree, seconded by Dr. Farber and carried that the hours for the Bayshore Library be as listed and that these hours would be effective at the time of our official opening with the understanding that they could be changed if conditions in Bayshore warrant it and they could be revised to suit the circumstances:

Monday	--	2:00 P. M. -- 5:00 P. M	and 7:00 P.M - 9:00 P.M.
Tuesday	--	2:00 P.M. -- 5:00 P.M.	
Wednesday	-	2:00 P.M. -- 5:00 P.M.	and 7:00 P.M. - 9:00 P.M.
Thursday	-	2:00 P.M. -- 5:00 P.M.	
Friday	-	2:00 P.M. -- 5:00 P.M.	
~~Saturday~~	~~-~~	~~10:00 A.M. -- 1:30 P.M.~~	

INTRODUCTION OF NEW LIBRARY ASSISTANTS II

The City Librarian reported that Rose Marie Pigott had been hired as Library Assistant II and began working on June 8, 1964. Joan Durkee was hired as the second library assistant and began work on June 10, 1964. The City Librarian reported that the list promulgated from the last examination would be in effect for one year.

REPORT ON PLANS FOR SUMMER READING PROGRAM

The City Librarian reported that the story hours will go into effect on June 16, 1964. Discussion was held regarding book marks for the children participating in the summer reading program. All trustees expressed a desire that the summer reading program be on a voluntary basis.

Mrs. Hanselman moved that we have book marks for the children's summer reading program, and that the children's librarian be authorized to produce a book mark providing a place for children to list the books they have read during the summer. Mrs. Kendree seconded and the motion carried.

REPORT ON PERIODICAL BINDING

The City Librarian reported that after discussion with the staff, it was decided not to bind any of our periodicals, but recommended that we keep them for a period of not less than three years.

BUDGET REPORT

The City Librarian reported that on Sunday, June 14, 1964 he has an appointment for a preliminary meeting with the City Council on the tentative budget for 1964-65. The City Librarian was directed to secure copies of the proposed budget for the Board of Trustees.

NEW BUSINESS

REPORT OF MEETING WITH PERSONNEL FROM THE JEFFERSON HIGH SCHOOL DISTRICT

The City Librarian reported on the meeting held with the personnel from the Jefferson High School District. He reported that they would continue the study of opening at night with view toward the following problems: control of students, control of books, wandering about building, inaccessability of schools, and providing competent staff.

REPORT OF THE RECENT WORKSHOP ON THE MASTER PLAN FOR CALIFORNIA LIBRARIES

The City Librarian showed the preliminary report of Library facilities and operations in San Mateo County, 1963. The study consisted of 10 tables prepared by William Spangle and Associates. The City Librarian and Board of Trustees reviewed the tables and observed that Daly City is regarded as the most poverty stricken library in San Mateo County.

BAYSHORE OPENING

The City Librarian was directed to write a letter to the Friends of the Library inviting them to participate in the ceremonies for the opening of the Bayshore Library on the tentative date of July 23, 1964 in the evening.

ADJOURNMENT:

Meeting adjourned at 10:45 P.M.

Respectfully submitted,

Samuel C. Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

July 8, 1964

ROLL CALL:

Present: Mrs. Kelechava, Mrs. Staub, Dr. Farber, Mrs. Hanselman, Mrs. Kendree and the City Librarian

Guests: Mr. and Mrs. Sidney E. Temple

The meeting was called to order at 8:00 P. M. by the President. The minutes of the meeting of June 10, 1964 were accepted as submitted.

OLD BUSINESS

PROPOSED BUDGET

The City Librarian reported that he had met with the City Council concerning the 1964-65 budget and believed that the budget would be passed as recommended. He stated that a copy of the budget would be forwarded to the Board of Trustees as soon as the 1964-65 budget is adopted. The President directed the City Librarian to request that the City Finance Department furnish the Board of Trustees copies of the quarterly reports of the budget.

RECEPTION AT BAYSHORE LIBRARY

The City Librarian reported that the Friends of the Daly City Public Library were arranging the reception for the Bayshore Library to be held on July 22, 1964 at 129 Acacia Street between the hours of 7:00 P.M. and 9:00 P. M.

FURTHER REPORTS OF THE LIBRARY PLANNING STUDY

The City Librarian reported on the latest study of the Library Planning Study and pointed out the comparison of Daly City with the other participating cities in relation to income, education, and vocation. The City Librarian reported that the next meeting of the Planning Study would be held on July 13, 1964 and stated that the study was providing pertinent material.

NEW BUSINESS

COLOR FOR BAYSHORE LIBRARY

The Board of Trustees examined the color chart provided by the Department of Public Works. Mrs. Hanselman moved and Mrs. Kendree seconded, motion carried that the ceiling of the Bayshore Library be painted similar to the bone white shownon the chart and that the walls be similar to but lighter than the spray blue chip shown on the chart.

COMMUNICATIONS

Letter from W. J. Reilly commending courteous staff of assistants at the Daly City Public Library.

Letter from Lee O. Day of the Spiritual Assembly of the Baha'is of Daly City regarding gifts of books.

Letter from Mr. and Mrs. Sidney Temple regarding renewal of expired cards.

ELECTION OF OFFICERS

The President stated that the election of officers for the 1964-65 year was in order. The President called for nominations for the office of President. Mrs. Hanselman nominated Mrs. Kendree for the office of President, Mrs. Staub seconded. Dr. Farber moved that the nominations be closed and that the chair cast a unanimous vote. Mrs. Hanselman seconded and motion carried.

Dr. Farber nominated Mrs. Staub as President Pro tem, seconded by Mrs. Kendree. Mrs. Hanselman moved that the nominations be closed and directed the chair to cast a unanimous vote, Dr. Farber seconded and motion carried.

STAFF ORGANIZATION

The City Librarian reported that the growth of the Daly City Public Libraries would require a sequence of departmentation. He stated that he was studying the organization of the Library for the future and recommended that the staff could be divided for circulation, technical processes, children's work and reference. The need for additional personnel for reference work is increasing.

REPORTS

The statistical report was studied by the Board of Trustees and it was noted that the circulation for July, 1964 showed approximately a 5,000 increase over 1963.

The lists of books cataloged at Daly City and copies of the preliminary study of library facilities in San Mateo County were distributed to the Board of Trustees.

There being no further business, the meeting adjourned at 10:50 P.M.

Samuel C Chandler

SAMUEL C. CHANDLER, Secretary

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

September 17, 1964

ROLL CALL

Present: Mrs. Kendree, Mrs. Kelechava, Mrs. Hanselman, Mrs. Staub, Dr. Farber and the City Librarian.

The President, Mrs. Kendree, called the meeting to order at 8:10 P.M.

It was moved by Mrs. Hanselman and seconded by Dr. Farber and carried that the minutes of the regular meeting of July 8, 1964 be approved as submitted.

OLD BUSINESS

REPORT ON THE SUMMER READING PROGRAM

The City Librarian read a report from the Children's Librarian on the success of the summer reading program. It was noted that attendance at both libraries increased over last year. Attendance at the John D. Daly Library varied from six to twenty-two with an average attendance of twelve. Attendance at the Westlake Library varied from twenty-four to forty-six children with an average of thirty-five. Both libraries had responsive groups of children and excellent coverage by the newspapers.

Mrs. Staub moved, Mrs. Kelechava seconded and motion carried that the Board of Trustees send Miss Kraus a letter of commendation for a successful summer reading program.

DRAFT OF THE LIBRARY PLANNING STUDY, REPORT OF August 27, 1964

The City Librarian presented portions of the Preliminary Draft of the Library Planning Study Report prepared by William Spangle & Associates for the eight libraries in San Mateo County which may become a system under the Public Libraries Service Act. The eight libraries are County District, Burlingame, Daly City, Menlo Park, Redwood City, San Bruno, San Mateo and South San Francisco.

The City Librarian also outlined the proposed organization of the system as presented in the Preliminary Draft.

The City Librarian reported that on October 7 there would be a meeting of the eight librarians to formulate the principles for a system in San Mateo County. The City managers and councilmen and Board members of the eight participating cities will be briefed at a joint meeting to be held either on October 21 or 22, 1964.

The City Librarian was directed to furnish the Board of Trustees with a resume of the outcome of these meetings.

FINAL BUDGET 1964-65

The City Librarian reported that the 1964-65 Budget had been adopted as it was in the preliminary budget.

NEW BUSINESS

SURVEY OF THE STATISTICAL ISSUE OF THE NEWS NOTES OF CALIFORNIA LIBRARIES

This topic was tabled until the October meeting.

REPORTS

Lists of acquisitions for July and August and circulation and processing statistics for July and August were distributed to the Board of Trustees.

There being no further business, the President adjourned the meeting at 10:30 P.M.

Respectfully submitted,

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

Minutes of the Regular Meeting

August 12, 1964

Since a quorum was not present, there was no regular meeting held during the month of August, 1964.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 14, 1964

Roll Call

Present: Mrs. Kendree, Mrs. Kelechava, Mrs. Hanselman, Mrs. Staub, Dr. Farber and the City Librarian.

The President, Mrs. Kendree, called the meeting to order at 8:15 P. M.

It was moved by Mrs. Kelechava and seconded by Dr. Farber that the minutes of the regular meeting of September 17, 1964 be approved as submitted.

OLD BUSINESS

REPORT ON THE PROGRESS OF THE LIBRARY PLANNING STUDY

The City Librarian reported that the Librarians of the eight libraries that have been working towards a system as outlined in the Library Service Act have been meeting to formulate the plan of service that must be submitted with the application for an establishment and a per capita grant. He reviewed the conclusions on the following components of the Plan of Service: selection of materials, acquisition of materials, processing center, lending materials, interavailability of materials and information, reference and research, cooperation with adjoining jurisdictions, costs and budget, and book deposit for little used materials. After the final draft of the plan has been adopted, it has to be approved by the governing boards of each city. It is desirable to have the Plan of Service agreed upon and approved as soon after October 31 as possible.

STUDY OF THE STATISTICAL ISSUE OF THE NEWS NOTES OF CALIFORNIA LIBRARIES

The City Librarian reported on the comparison of circulation statistics, taxes, budgets, and population served from the statistical issue of the News Notes of California Libraries. He noted that circulation of books at Daly City Libraries compared favorably with other cities in our category.

LETTERS

A letter of appreciation from Marion Saphire who had exhibited her paintingsin the coral room during the month of September.

A letter from James V. Fitzgerald, Chairman of the Board of Supervisors, notifying the Board of Trustees of an important meeting to be held October 21, 1964 at 8:00 P. M. in the San Mateo City Council Chambers, 330 West 20th Avenue, San Mateo, California. At this meeting, the City Managers and Councilmen; County Manager, and board members of the eight participating libraries will be briefed on the development of the Library Planning Study before a plan of service is originated. After this meeting, the Board of Trustees will formulate a recommendation to the City Council.

NEW BUSINESS

STUDY OF REPORTS OF THE CALIFORNIA STATE LIBRARY SALARY INFORMATION SERVICE

The City Librarian noted that the salaries of the professional staff compare somewhat favorably with those throughout the State, The non-professional salaries are below average for the State. He reminded the Board that in order to equalize the salaries of the non-professional staff with those of other Daly City employees, it would be necessary to make recommendations to the Personnel Board in December.

HOLIDAY

Since the next regular meeting date will fall on a holiday, it was moved by Mrs. Hanselman, seconded by Mrs. Staub and carried that the next regular meeting be held on November 12, 1964.

REPORTS

The list of books acquired in September and circulation and processing statistics for September were distributed to the Board of Trustees. It was noted that the total circulation for September, 1964 was approximately 2,000 greater than September, 1963.

There being no further business, the president adjourned the meeting at 10:45 P. M.

Samuel Sandler

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November 12, 1964

Roll Call

Present: Mrs. Kendree, Mrs. Hanselman, Mrs. Staub, Dr. Farber and the City Librarian

Absent: Mrs. Kelechava, excused.

The President, Mrs. Kendree, called the meeting to order at 8:05 P. M.

It was moved by Mrs. Hanselman, seconded by Dr. Farber that the minutes of the regular meeting of October 14, 1964 be approved as submitted.

OLD BUSINESS

LIBRARY SERVICE ACT OF 1963

The Board conducted a study of the proposed plan of service for a system consisting of the County Library and the public libraries of San Mateo, San Bruno, Burlingame, South San Francisco, Redwood City, Menlo Park, and Daly City.

Mrs. Hanselman moved that a letter be sent to the City Council recommending the passage of a resolution entering the City of Daly City in a cooperative system as stipulated in the Library Service Act of 1963; seconded by Dr. Farber, motion carried.

NEW BUSINESS

PERSONNEL PROPOSALS FOR 1965-1966

The City Librarian stated that he was to meet with the City Manager to discuss library positions. He stated that he thinks that all library positions should be placed in the same range as similar positions in the city.

Dr. Farber moved that the City Librarian be instructed that his thinking is that of the Board of Trustees and to carry this information to the City Manager. Mrs. Staub seconded, motion carried.

REPORTS

The list of books acquired in October and circulation and processing statistics for October were distributed to the Board of Trustees.

ADJOURNMENT

There being no further business, the president adjourned the meeting at 10:30 P. M.

Samuel C. Fowler

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

December 8, 1964

Roll Call

Present: Mrs. Kendree, Mrs. Hanselman, Mrs. Staub, Mrs. Kelechava, Dr. Farber and the City Librarian

Absent: None

The President, Mrs. Kendree, called the meeting to order at 8:10 P.M.

It was moved by Dr. Farber, seconded by Mrs. Kelechava and carried that the minutes of the meeting of November 12, 1964 be approved as submitted.

OLD BUSINESS

REPORT OF THE PROJECTED LIBRARY SYSTEM

The City Librarian reported that Burlingame and South San Francisco Libraries had elected not to join the proposed system.

He reported that some cities are concerned about the fate of existing contracts with the San Mateo County Library; others about the control of property belonging to the system; the control of activities of the County Library in behalf of the system and finally about control of the employees of the system. To decide these issues, representatives of the libraries that are potential members are having a meeting December 11, 1964.

The City Librarian stated that the City Council of the City of Daly City would consider a resolution permitting Daly City to join the system at its meeting on January 4, 1965.

NEW BUSINESS

PERSONNEL RECOMMENDATIONS FOR THE 1965-66 BUDGET

The Board of Trustees formulated a recommendation to the Personnel Board asking for the correction of inequalities that exist between library positions and similar positions in the other departments of the city.

The City Librarian asked for the Board's approval of an additional professional librarian in the 1965-66 budget. The professional library staff, he stated, is not able to keep up with the work evidenced by the annual increase in circulation and reference services and the addition of the Bayshore Library.

LETTERS

Mr. Chandler read a letter commending Mrs. Maxine Gates of the library staff for her services.

REPORTS

Reports indicated a rise in circulation in all branches of the Library. Some concern was noted for the large number of adult books circulated in comparison with children's books. The Librarian stated this may be due to the time that the children's librarian is required to spend in reference.

Samuel Chandler

1965

GLOBE-WERNICKE

"VANGUARD"

FOLDER

TO RE-ORDER SPECIFY

No. 722-5 FOLDER

MADE IN U. S. A.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 13, 1965

ROLL CALL

Present: Mrs. Kendree, Mrs. Hanselman, Mrs. Staub, Mrs. Kelechava, Dr. Farber and the City Librarian.

Absent: None.

The President, Mrs. Kendree, called the meeting to order at 8:05 P. M.

It was moved by Mrs. Staub, seconded by Mrs. Hanselman, motion carried that the minutes of the meeting of December 8, 1964 be approved as submitted.

OLD BUSINESS

PROGRESS REPORT OF THE PROJECTED LIBRARY SYSTEM

The City Librarian reported that the cities of South San Francisco and San Bruno had elected to take no action on the proposed library system. Since these contiguous cities are not going to be represented in the system, Daly City's participation has been tabled at the present time. Because of statements made by officials of both cities and the county, it is doubtful that a system will be created in San Mateo County at this time.

PROGRESS REPORT OF THE RECOMMENDATIONS TO THE PERSONNEL BOARD

The City Librarian stated that the Personnel Board would meet on January 14, 1965 to discuss fringe benefits and salary adjustments. The Librarian reported that in the position of Library Assistant II, only one raise in response to departmental and the Board's requests has been granted. Yet, step increases have been requested three times in the past six years.

The position of Library Assistant III has received two step increases in response to departmental and the Board's requests. It is still, however, at a lower range than any other departmental secretary.

NEW BUSINESS

LIBRARY DEVELOPMENT IN DALY CITY

The City Librarian reported on the administrative function in the one-person Library with a staff under 25. He explained the chart showing that the Board is responsible for policies, planning, and evaluation; and the Librarian in turn is responsible for the administration, the collection, circulation, reference, children's work, and building care. He stated that as more professionals are hired, these jobs would be delegated to them. The Board was in agreement that no changes should be made in the administrative function of the Library since the present system was getting results.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

The Board suggested that more publicity should be attempted to apprise our people of their public libraries.

Mrs. Staub moved, Mrs. Hanselman seconded, motion carried that arrows directing patrons to the availabity of records and reproductions in the Coral Room be placed somewhere near the entrance of the Library.

The Chair directed the City Librarian to replace the Daly City Public Library Sign on Hillside Boulevard and also acquire a sign for the Daly City Public Library at Bayshore.

REVIEW OF BOOK ORDERING AND PROCESSING PRACTICES

Tabled to the next meeting.

LETTERS

Letter from Virginia Ross, County Librarian, on books furnished to Daly City for the quarter ending December 31, 1964.

Letter from Foreman's reporting the income of the vico-matic machine placed by them in the Daly City Public Library.

REPORTS

It was noted that the combined circulation for 1964 was 4,000 greater than that of 1963. The Board showed some concern over the fact that the juvenile circulation was down percentage wise and number wise. This decrease could be a result of the Christmas vacation.

It was noted that the increase of the book stock is governed by the yearly budgets and the rising cost of books.

There being no further business, the meeting adjourned at 10:10 P.M.

Ernest R. Conklin

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 10, 1965

ROLL CALL

Present: Mrs. Kendree, Mrs. Kelechava, Dr. Farber, and the City Librarian

Excused: Mrs. Hanselman and Mrs. Staubb.

The President, Mrs. Kendree, called the meeting to order at 8:05 P.M.

Dr. Farber moved, and Mrs. Kelechava seconded the motion that the minutes of the January 13, 1965 meeting stand approved as submitted.

OLD BUSINESS

REPORT OF THE PERSONNEL BOARD MEETING OF JANUARY 27, 1965

Dr. Farber asked for a report of the recommendation to the Personnel Board. The City Librarian said that he appeared before the Board and discussed each recommendation. Later the Employee's Union presented a request to the Personnel Board that asked for even higher increases than the Library Board and City Librarian had requested.

The City Librarian said we would now have to wait for the Personnel Board to study the recommendation and in turn send recommendations to the City Council.

The City Librarian outlined what requests for new personnel he feels the new budget should reflect.

BUDGET REPORT OF DECEMBER 31, 1964

In discussing the materials, services, and supplies budget the various members expressed their feelings towards the adequacy of the 1964-5 budget.

NEW BUSINESS

1965-66 BUDGET

The City Librarian reported that the department heads were required to submit budget requests by February 19, 1965. The Chair directed the Board of Trustees to take up the items of the budget one at a time.

The City Librarian said that the salary budget would have to be figured in accordance with recommendations. Therefore, nothing more could be done at this time.

Mrs. Kendree said she felt that contractual services should be increased and also the book and supply budgets.

The City Librarian outlined capital improvements that he believed necessary. Dr. Farber stated that he believed the capital outlay budget should include money for repairs of fixtures in all libraries. Mrs. Kendree said she thought the budget should contain funds for repainting the Coral Room in the Westlake Library. The City Librarian said some shelves would need painting and additional shelving purchased, he further stated it would be wrong if the furniture were not refinished and replaced whenever necessary.

HISTORICAL LIBRARY FOR DALY CITY

The City Librarian reported that the City Council has appointed a steering committee to consider a historical library in Daly City. He said he felt the Westlake Library could not accommodate a historical library. He stated a historical library should be planned in any new library or in the old City Hall, if it is remodeled into a library. The question was asked if one room would be set off solely for the purpose of displaying historical documents of Daly City.

ELMER KENNEDY ROOM

The possibility of calling this historical room "The Elmer Kennedy Room" was also discussed. Some members of the Board of Trustees wondered if it would be wise to attach peoples names to rooms and collections in the Public Library.

A steering committee consisting of some members of the City Council, Mr. Bodien, and Mr. Chandler has been appointed.

LETTERS

A letter from the State Librarian indicated that during the year 1965 ten internships will be issued by the State of California to college students who have completed their sophomore year, maintain a B average, and now work in a library. The internship is applicable throughout California. Miss Bonnie Heaton of the John D. Daly Library has applied for this internship.

The City Librarian read a letter from Mrs. Roger Loomans criticizing the library for permitting the Friends of the Library to present a book review on gambling, a subject which she felt was most undesirable.

REPORTS

The City Librarian distributed copies of the annual report for the calendar year of 1964. He called their attention to circulation figures of 323,467. He also pointed out that 6,822 books and 594 records had been added to the collection. This brings the total book stock to 44,452, which is closer to minimum standards but still way below. He said that this shows that the City Council is providing the funds to create an adequate budget for the public libraries of Daly City.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

The City Librarian presented the regular monthly report. He noted that the January circulation was not as good as January, 1964.

There being no further business, the meeting adjourned at 10:05 P.M.

Samuel C. Sandler

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

March 10, 1965

ROLL CALL

Present: Mrs. Kendree, Mrs. Kelechava, Mrs. Hanselman, Mrs. Staub, Dr. Farber, and the City Librarian

Guests: Mr. Robert Evans and Mr. Martin Reichlin

The President, Mrs. Kendree, called the meeting to order at 8:10 P.M.

The minutes were approved as submitted.

OLD BUSINESS

1965-66 BUDGET REQUESTS

The City Librarian presented the proposed budget for the 1965-66 fiscal year. Dr. Farber noted that the salary requests reflected the things the Board has been thinking for several years. Mr. Chandler explained the request in each item in the materials, supplies, and services. Mrs. Kendree stated she thought the requests in this section were quite modest. The capitol outlay requests are for monies to increase shelving capacity and to refinish furniture that has grown rough and paled with use.

HISTORICAL COMMITTEE

The City Librarian reported that in a recent meeting held by the Historical Committee, it was suggested the room in which the historical collection is housed be called "The Elmer Kennedy Room".

Mrs. Hanselman stated that she felt the present Daly City Libraries do not have the facilities to accommodate a historical Library. The Board asked the City Librarian to look into the possibilities of using a room in the old City Hall if it is turned into a library as some people have suggested, or in a new library when one is built in Serramonte. The City Librarian said the historical collection would contain archival materials pertaining to Daly City, but it will not be classified as a museum. The City Librarian has an appointment on March 15, 1965 with Dr. Stanger of the San Mateo Historical Library to discuss the procedure in setting up a Historical Library.

NEW BUSINESS

NATIONAL LIBRARY WEEK

Mr. Robert Evans presented a plan to begin National Library Week with an anniversary program. He suggested that The Friends of the Library and The Board of Trustees hold a reception in each library on Sunday, April 25. The possibility of conducting short tours throughout the library was discussed. Mrs. Staub moved that The Board of Trustees and The Friends of the Library hold an open house at each library on Sunday afternoon, April 25, 1965. Mrs. Kelechava seconded the motion. The motion carried.

LETTERS

The Golden Gate Division of the California Library Association is holding it spring meeting in Los Gatos on March 20, 1965. Mrs. Kendree plans to attend a major portion of the meeting. Other Board members stated that they may be able to attend also.

The City Librarian spoke of the possibility of circulating 8mm films to the public. Dr. Farber moved that The City Librarian be directed to purchase an initial collection of 8mm films to be placed in the Westlake Library. Mrs. Hanselman seconded the motion. The motion carried.

The City Librarian suggested that the Friends of the Library may want to donate their annual gift towards the purchase of additional films.

REPORTS

The City Librarian reported that the circulation has increased in the Daly City Public Library and Bayshore Branch, but not in the John D. Daly Branch. The City Librarian stated that it is quite possible the decrease in circulation may be caused by a lack of parking space. He noted, however, that the children still use the library a great deal.

Samuel C. Chandler

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 14, 1965

ROLL CALL

Present: Mrs. Kendree, Mrs. Kelechava, Mrs. Hanselman, Mrs. Staub, Dr. Farber, and the City Librarian

The President, Mrs. Kendree, called the meeting to order at 8:05 P.M.

The minutes were approved as submitted.

OLD BUSINESS

NATIONAL LIBRARY WEEK

Plans for observing National Library Week, April 26 - May 1, 1965, were discussed. Mrs. Kendree said that the Friends of the Library and the Board of Trustees had planned an open house in each of the three libraries on Sunday, April 25, 1965, from 2:00-4:00 P.M. The City Librarian said that National Library Week will be publicized in the newspapers and that posters will be on display. All fines will be suspended for overdue books during National Library Week.

8 MILIMETER FILMS

The City Librarian reported some of the 8 milimeter films had arrived and would be on display during National Library Week. They will be available for circulation in the near future.

REFINISHING THE CORAL ROOM

The Chair called for a discussion on the possibility of redoing the meeting room of the Westlake Library. The City Librarian said there would not be enough money to redo the walls and purchase all the shelves needed. Dr. Farber asked if some shelves could be bought now and some during the next budget year. The City Librarian said he could make such a recommendation.

Accordingly the Board looked at samples of wall materials. After some discussion the Chair ordered to hold over the matter.

NEW BUSINESS

ADDITIONAL SHELVING

The City Librarian suggested that additional shelving be ordered for the children's area of the Westlake Library. He reported that orders have already been placed for small stools, to be placed at the reader's guide table, and large stools for the card catalogue and workroom. He further stated that dictionary stands have been ordered for the John D. Daly Library.

Mrs. Kelechava moved, and Mrs. Staub seconded the motion to purchase additional shelving for the children's room. The motion carried.

WELCOME WAGON

A letter from the hostesses for "Welcome Wagon" requested that the Public Library System participate in the Daly City Welcome Wagon by contributing leaflets explaining the library's functions and also the procedure for obtaining a library card. Mrs. Hanselman moved that the City Librarian make a proposal to the Friends of the Library to furnish the Welcome Wagon with materials on the library. Dr. Farber seconded the motion. The motion carried.

RESIGNATION OF DR. FARBER

The Chair reported that Dr. Farber's resignation from the Board of Trustees had been submitted to the City Council and accepted with deep regret. Mrs. Hanselman moved that the Library Board hold a dinner to honor Dr. Farber for his long and dedicated service to the growth of the Daly City Library system. Mrs. Kelecheva seconded the motion. The motion carried. The Chair instructed the City Librarian to invite the Mayor and other City Officials and to make the necessary arrangements.

REPORTS

The City Librarian reviewed the amounts remaining in the various accounts of the 1964-65 Budget. In response to questions by Board Members, he outlined those items for which the Budget would be spent.

The City Librarian reported that during a recent meeting of the Historical Committee the problem of procurring archival material was discussed. He further stated that he has had several people offer him materials which they have acquired through the years. He has made appointments with these people to see these items.

There being no further business, the meeting adjourned at 10:25 P.M.

Samuel C Chandler

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 12, 1965

Roll Call:

Present: Mrs. Kendree, Mrs. Hanselman, Mrs. Staub, Rabbi Morris and the City Librarian

Excused: Mrs. Kelechava

Guests: Mr. Martin Reichlin

The President, Mrs. Kendree, called the meeting to order at 8:05 P. M.

The minutes of the meeting of April 14 were approved as submitted.

OLD BUSINESS

REFINISHING THE CORAL ROOM - NEW FURNITURE

The City Librarian reported that he had contacted a man who specializes in hanging wall coverings and learned that the burlap in the Coral room can be repainted. This being true, the Maintenance Division of the City can do the work. This will leave money in the capital outlay fund to purchase some shelving for the Westlake Library. The President asked if any shelves were now on order. The City Librarian said that picture book shelves for the children's room were on order. The other shelves will be ordered for the main reading room.

INTRODUCTION OF RABBI MORRIS

The President welcomed Rabbi Morris as the new Board member. The President directed the City Librarian to provide him with all the necessary data and enter a subscription to the California Library Association for him.

OBJECTIONS TO PERIODICAL FOUND ON LIBRARY SHELVES

The City Librarian reported that there had been requests that the Library cancel its subscription to the Evergreen Review because some people deem it obscene. The Librarian stated that the periodical was requested by college students and reflects the teaching and thinking of many college professors and their students. He stated that he thinks it is his job to buy for the City Library System the material the people request. If the city officials override the request, the Librarian will follow their directions. Mr. Reichlin asked for permission to express the opinion of persons who object to the Evergreen Review. The President ordered the matter held over.

SUMMER READING PROGRAM

The Librarian stated that Miss Kraus, the children's librarian, has proposed that she conduct story hours in all three branches of the Library. These story hours will begin on June 24 and continue through August 19, 1965. Story hours will be conducted at the Bayshore Library on Thursday mornings,

at the John D. Daly Library on Thursday afternoon and in the Westlake Library on Wednesday morning. The Librarian stated that it is possible to cooperate with the Recreation Department and show films as part of the reading program. Mrs. Hanselman moved that the reading program as outlined by Miss Kraus and augmented with films be accepted, seconded by Mrs. Staub, motion carried.

Mr. Chandler reported that a Commercial Welcome Wagon would be coming to town. Mrs. Staub made a motion that the Librarian contact the City Manager in regard to distributing book marks containing information on all the Daly City Public Libraries to all newcomers, seconded by Rabbi Morris, motion carried.

REPORTS

The City Librarian noted that the circulation is stabilizing at the Westlake Library. He also called attention to the fact that our book stock is gradually rising, but it is still far below ALA standards.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

June 9, 1965

Roll Call:

Present: Mrs. Staub, Rabbi Morris, Mrs. Hanselman, Mrs. Kelechava, and the City Librarian

Excused: Mrs. Kendree

The President pro tem, Mrs. Staub, called the meeting to order at 8:10 P. M.

The minutes of the meeting of April 14 were approved as submitted.

OLD BUSINESS

FINAL REPORT 1964-65 BUDGET

The City Librarian reviewed the budget report for May 31, 1965. He noted that the balance left in the salary account is sufficient to carry thru June. He stated, however, that the amount for part-time employees has proved insufficient and any cut in next year's budget will result in laying off some part-time employees. He also stated that he hoped the permanent regular salaries would be increased enough to bring the full-time library employees' salaries in line with those paid in other departments. He hopes, furthermore, that the next budget will provide for one more full-time professional employee.

The City Librarian also reviewed the Materials, Supplies & Services Account and stated that by the end of June, these will be depleted; some are depleted at the present time.

Mrs. Staub asked about the balance in the Reserves and Contingincies. The Librarian stated that what is not spent can be carried over or reappropriated by the City Council.

The 1964-65 Budget total was $132,803.00 and in the 1965-66 Budget we are asking for $150,000.00.

The City Librarian reported that if there is to be a cut in the budget, he has recommended to the City Manager that it be in the accounts of Special Departmental Supplies and Capital Outlay.

REFERENCE TO COMPLAINTS ABOUT QUESTIONABLE BOOKS

The City Librarian quoted from the Library Journal that librarians are not censors, but rather servants of the people. Their job is to provide what the community needs and wants. Rabbi Morris asked about the book selection policy which was adopted on December 13, 1961. The City Librarian reported that the Librarian is responsible to the Board of Trustees and the Board of Trustees in turn is responsible to the City Council. The Board of Trustees agreed that at some future meeting they review the policies for possible revision.

NEW BUSINESS

GOVERNMENT DOCUMENTS IN THE DALY CITY PUBLIC LIBRARY

Reports show that the Library System is now subscribing to the following Federal and State Publications: Monthly Catalog of U. S. Government Publications, Congressional Record, California State Publications, Monthly Checklist of State Publications, Assembly Weekly History and the Legislative Digest. He also added that we have just released all the new codes published by the State Printing Office and a set of legal books published by the Legal Book Store.

Mrs. Hanselman asked if there should be correspondence on AB 1622. The Librarian reported that at this time it would not be necessary.

CALIFORNIA SALARY SURVEY

Reports from County and City Libraries in California show the salaries paid to Daly City Library employees have advanced, but are still below most of the cities listed in the News Notes of California Libraries. If the 1965-66 request is granted, Daly City Library Employees should compare more comparably with other Libraries in California.

REPORTS

It was noted that the circulation of the John D. Daly Library has dropped considerably from May, 1964 and that the Westlake Library is leveling off and remaining constant.

There being no further business the meeting adjourned at 10.00 P. M.

SAMUEL C. CHANDLER, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

July 14, 1965

ROLL CALL:

Present: Mrs. Kendree, Mrs. Kelechava, Rabbi Morris, Mrs. Staub and the City Librarian.

Excused: Mrs. Hanselman.

The President called the meeting to order at 8:00 P. M.

There being no omissions nor corrections, the minutes of the meeting of June 9, 1965 were approved as submitted.

OLD BUSINESS

SUMMER STORY HOUR PROGRAM

The City Librarian reported that twenty-five children attended the Story Hour in Westlake on July 14, 1965. This was a smaller crowd than had attended the previous story hours. The average attendance is usually thirty-five. Attendance at the John D. Daly story hour is usually about ten to fifteen. Because the Recreation Department had all their activities scheduled for the morning, the story hour at the Bayshore Library will be scheduled for afternoons. The Librarian said the response showed that the children appreciated Miss Kraus' style of telling stories.

NEW BUSINESS

ELECTION OF OFFICERS

The President announced that the election of officers for the year 1965-66 was in order and called for nominations for the office of President. Mrs. Kelechava nominated Mrs. Staub for the office of President; seconded by Rabbi Morris. Mrs. Kelechava moved that the nominations be closed and the chair cast a unanimous vote. Motion carried. Mrs. Staub was declared elected. Mrs. Kelechava nominated Mrs. Hanselman as President pro tem, Mrs. Staub seconded, Rabbi Morris moved that the nominations be closed and the chair cast a unanimous vot. The motion carried. Mrs. Hanselman was declared elected.

LIST OF BOOKS IN LOCKED CASES AND ON SHELVES BEHIND DESK

The City Librarian distributed lists of books on shelves behind the desk to the Board of Trustees for their information.

STAFF REASSIGNMENTS

The City Librarian reported that the following staff changes had been made effective July 12, 1965. Mrs. Savage, Mrs. Read, Mrs. Nagy, Mrs. Vossen and Mrs. Smith were assigned to the circulation desk at the Westlake Library. Mts. Fuhs, Mrs. Passafiume to the circulation desk at the John D. Daly Library and Mrs. Drye to the circulation desk at the Bayshore Library.

Mrs. Gates was assigned to the John D. Daly Library and Mrs. Ojakian to the Westlake Library.

Rabbi Morris suggested that the Personnel Department should make it clear to new employees that library employees may be transferred from one branch to another.

LETTERS

A letter was read from Mr. Samuel Silverman stating that twenty-five cents per exposure was an exorbitant price for photocopies. The City Librarin reported that he had talked with the owners of the machine and had received a statement from them that the price per picture would be reduced to fifteen cents as soon as the coin receiver can be changed. The President directed the Librarian to so inform Mr. Silverman.

A letter was also read from Mrs. R. E. Steward stating that some books had been checked out to someone who used her child's name. Mrs. Staub and Rabbi Morris expressed surprise that books were charged to persons without a card. Mrs. Staub referred the Board to the policy of book circulation. The President directed the Librarian to see that the policy is followed from now on.

A request from Robert Evans was received. He asked that the Boy Scouts be allowed to take discarded books to the Scout Camps in the area. Mrs. Kelechava moved, Rabbi Morris seconded that requests from charitable organizations for discarded library books be granted whenever possible. Motion carried.

REPORTS

The Circulation report for the year of June, 1965 showed an increase of 3,100 over that of June, 1964.

There being no further business, the meeting adjourned at 9:30 P.M.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

August 11, 1965

ROLL CALL

Present: Mrs. Staub, Mrs. Kelechava, Rabbi Morris, Mrs. Hanselman, and the City Librarian.

Excused: Mrs. Kendree

The President called the meeting to order at 8:10 P. M. There being no omissions nor corrections, the minutes of the meeting of July 14, 1965 were approved as submitted.

OLD BUSINESS

CALIFORNIA CENSORSHIP LAW

The City Librarian stated that the basic law governing the distribution of obscene materials was part of the penal code. Most of it was passed by the 1961 Legislature.

Mrs. Hanselman recalled that the Board perused the law in 1961 when the legislative action was taken.

Mrs. Staub asked if this was the law that authorized the maintenance of closed book shelves in public libraries.

The City Librarian said that it was not. Closed shelves are maintained when the Library Board in its capacity--as defined in the Education code--so directs.

Rabbi Morris inquired when the Board in Daly City established the closed shelf. The City Librarian said it was in 1960 prior to the opening of the Westlake Library.

The City Librarian stated that the Education Code makes the Library Board a policy-making body--that it works with the City Council and with the appointed authorities--City Manager and City Librarian--in all matters. He stated his belief that trouble over obscene materials can be averted if the Board maintains a policy of objectivity. He said all controversial material could be a problem if self-appointed censors were allowed to dictate policies.

Mrs. Hanselman recalled that the City Librarian had published some articles in the Daly City Papers about censorship. Rabbi Morris moved that the President direct the City Librarian to furnish copies of the articles to the members of the Board of Trustees.

PERSONNEL REQUIREMENTS, REPORTS AND EVALUATIONS

The City Librarian reviewed the master plan for the development of the Library. He showed a chart that projected the personnel requirements.

The President directed the City Librarian to have the chart reduced in size and duplicated so that each member of the Board could have a copy.

The City Librarian observed that as the library developed, the staff would have to be reassigned as the needs directed with the clerical people being relieved of many duties that should be the responsibility of professionally trained librarians. While this is being accomplished, there may be some discomfort and some misunderstandings.

Mrs. Staub asked if all parties involved in a recent personnel squabble knew the proper procedures for lodging a complaint. The City Librarian said he believed they did. The Librarian stated that the matter had been resolved.

Each member of the Board pledged his support of the City Manager and the City Librarian in personnel matters. Rabbi Morris moved that the discussion be closed.

EVALUATIONS

The City Librarian reviewed the evaluation forms and referred to devices used by the Fire and Police Departments to make the evaluations more definitive. He stated that when the new professional positions are filled, the Library Department will have more supervisors who will be required to make evaluations and submit them to the Department Head for overall judgment.

Rabbi Morris suggested that the City Librarian contact other libraries and make a study of evaluations and perhaps come up with an evaluation form that supervisors could use. Rabbi Morris stated that it would be a good idea for the City Librarian to go over the evaluation requirements with the employees in a staff meeting at least once a year. It was suggested that new employees be informed of the evaluation system when they are hired.

NEW BUSINESS

SALARY INCREASES

The City Librarian reported that the Commission had worked long and hard to equalize library salaries with those of other departments in the City, and that this year it was successful in getting Library Assistant II to range 6, Library Assistant III to range 10, Librarian I to range 15 and Librarian II to range 18. He said that the Board had cooperation in this drive from the City Council, the City Manager, the Personnel Board and the Employees Union.

WEEDING OF CHILDREN'S COLLECTION

The City Librarian read a report from Mrs. Gates and Miss Kraus stating the number of titles transferred to Westlake, the number discarded and the number to be replaced. He stated that the first step of the project will be completed by August 23. He stated the Bayshore children's collection is overcrowded and that a similar project there is planned. He also stated that some of the books were being withdrawn from storage and donated to the Boy Scouts.

CORRESPONDENCE

The City Librarian read a letter from William Holman, San Francisco Public Library, inviting Daly City to be one of the 350 libraries that are being invited to obtain the book, Library Publications by William R. Holman. The Board agreed that the Library should purchase this essential reference book.

REPORTS

The monthly reports were distributed to the Board of Trustees.

There being no further business, the meeting adjourned at 9:45 P. M.

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

SEPTEMBER 8, 1965

ROLL CALL:

Present: Mrs. Staub, Mrs. Kendree, Rabbi Morris, and the City Librarian. Mrs. Kelechava arrived at 9:00 P.M.

Excused: Mrs. Hanselman.

The President called the meeting to order at 8:00 P.M.

OLD BUSINESS

PLANS FOR SCHOOL YEAR:

The City Librarian reported that Joseph Galbo will act as monitor during the evening hours and on Saturday at the John D. Daly Library and that one woman employee and one page will also be on duty. Kenneth Gates and Mr. A.E. Sheriff will act as monitors during the evening hours at the Westlake Branch and that their will be three women employees on duty.

SALARY SURVEY:

The City Librarian presented two salary surveys: the California State Survey and the Decatur Public Library Survey. A comparison was made between Daly City and cities of comparable size.

NEW BUSINESS

REFERENCE PROCEDURES:

The City Librarian reported that books are being added to the reference collection to such an extent that the collection is becoming most useful. He reported that the Public Library does not keep a record of reference questions even though the State Library asks for such information on the annual report.

PERSONNEL:

The City Librarian stated that Mrs. Thurston had terminated and Barbara Ann Roay will start to work on September 13, 1965.

Rabbi Morris requested that the City Librarian prepare a list of the persons employed by the library and the position they hold.

NEW SHELVING:

The new shelving which had been ordered for the Westlake Library has arrived and it was devided between the Children's Room and the Adult Section.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

LIBRARIAN I:

The City Librarian reported that he had sent a letter to Mr. Rowe, Personnel Officer for Daly City, recommending that the written examination be held sometime during the last week of December or the first week in January. The oral part of the examination could then be held two or three weeks after the written examination.

REPORTS:

The Circulation report for the month of August was presented and discussed.

There being no further business, the meeting adjourned at 9:45 P.M.

Samuel C. Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 13, 1965

Roll Call

Present: Mrs. Staub, Mrs. Hanselman, Mrs. Kelechava and the City Librarian

Excused: Rabbi Morris and Mrs. Kendree

The President called the meeting to order at 8:05 P. M. There being no corrections nor omissions in the minutes of the meeting of September 8, 1965, the minutes were approved as submitted.

OLD BUSINESS

CIRCULATION FIGURES

In an effort to see how the circulation of the branch libraries compares with the branches in similar population areas of other cities, reports from San Mateo County and Santa Clara County were noted. Comparison shows that although the circulation of John D. Daly Library is decreasing, it still compares favorably with that of branches of cities of the same size.

The City Librarian referred to an article in the October 1, 1965 Library Journal entitled: Branch Library Inadequacies by Leonard Grundt.

The President asked for the list of personnel assignments. The Librarian reported that the list would be distributed at the next meeting.

NEW BUSINESS

LETTERS

A letter asking that the book, "Where the Air is Clear," by Carlos Fuentes be examined because it was considered vulgar. The Board of Trustees agreed to make it a "desk" book.

The President referred to a telephone call that had been made to her by a patron. The suggestions made by this patron were discussed by the Board of Trustees. At the present time, it was agreed that no change be made in our loan period. The Librarian agreed that one or two trucks of books could be wheeled outside the circulation desk for browsing purposes. It was also agreed that it would be impossible to place the reserve books on open shelf.

INTERLIBRARY LOAN COOPERATION IN CALIFORNIA

The City Librarian referred the Board members to an article by the State Librarian on the dispersal of state and federal funds for library development in California.

The President asked the City Librarian to examine the possibility of obtaining a Rockefeller or a Ford Foundation grant for library development. The City Librarian was directed to discuss this matter with the City Manager, Mr. John Garvey, Jr., Deputy Executive Director of the National League of

Cities, and Mr. webster of the Hayward Public Library.

MORATORIUM ON FINES

It was agreed that a moratorium on fines be declared twice a year, one at Christmas time and one during National Library Week. At this time the staff will be directed to send a postal card to all patrons whose names at that time are in the overdue reminding the patron that they have overdue books and if they are returned during this week, no fines would be collected.

LOAN POLICIES ON NEW BOOKS

This subject was tabled for the next meeting.

REPORTS

The reports for the month of September were distributed.

There being no further business, the meeting adjourned at 10:25 P. M.

Samuel C. Chandler

SAMUEL C. CHANDLER, CITY LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November 10, 1965

Roll Call

Present: Mrs. Staub, Mrs. Kendree, Rabbi Morris, Mrs. Kelechava, Mrs. Hanselman and the City Librarian

The President called the meeting to order at 8:00 P. M.

There being no omissions nor corrections in the minutes of the meeting of October 13, 1965, the minutes were accepted as submitted.

OLD BUSINESS

Loan Policies

Discussion was held about the present loan policies. The Board agreed that additional copies of books be purchased in order to supplement the demand, and that present loan policies be maintained on new books.

FEDERAL AND STATE GRANTS TO LIBRARIES

The City Librarian reported that there are four acts that concern libraries:

1. Library Services and Construction Act. All public libraries are eligible to participate, application made via State Library to the Library Service, Office of Education, Department of Health , Education and Welfare.

2. Economic Opportunity Act: Provides federal grants for community action programs that will employ the poor in one of several agencies created by the Economic Opportunity Act. The community must develop a program and submit it to the Department of Health Education and Welfare Department.

3. Housing and Home Finance Agency. The Librarian reported that City Officials would attend a meeting in San Francisco on November 29 and 30 to find out how the new Act's provisions can be utilized in our community.

4. Elementary and Secondary Education Act of 1965. The City Librarian read a letter from Pauline Coleman reporting that Public Libraries can participate under Title III of this act. The title requires that the schools and educational institutions prepare a request for federal funds and submit it. To better prepare the request, the Committee in San Mateo County has asked for a federal planning grant. After the planning, the request for funds will be developed and filed.

Mrs. Coleman is the representative of the Public Libraries in San Mateo County.

The City Librarian reported that libraries must belong to a system in order to qualify for any fund or grants where the State Library Agency is involved. He reported he could find no record that a public library was receiving grants from the Ford or Rockefeller Foundations.

EXAMINATION FOR LIBRARIAN I

The City Librarian reported that the closing date for the examination is November 26 and the examination will be given on December 11. He reported that the new professional position would be filled as soon as the list is published, about January 1, 1966.

PUBLIC LIBRARY SERVICE TO THE CULTURALLY DEPRIVED

The City Librarian reported that civil rights and discrimination within the United States is occupying the attention of many public libraries. He reported that at the Detroit meeting of ALA, a resolution was proposed that membership be withdrawn and witheld from any library that discriminates because of race, color, creed, religion or national origin. If adopted, this amendment will become part of the constitution of ALA.

The City Librarian showed a brochure published by the Los Angeles Public Library after the Watts incident.

He also reported that some ALA members have requested of the Opportunity Office that funds be set aside to study ways that public libraries can help bring equality to all people.

The Board of Trustees agreed that as we grow, we have to create a better image and with the hiring of the new professional person, the library will be in a better position to prepare bibliographies of important issues and have them distributed to schools and to community groups. It was suggested that bibliographies be prepared on subjects that will appeal to the culturally deprived.

CHILDREN'S BOOK WEEK

Mrs. Kendree reported that she had attended Children's Book Week at Redwood City. She was enthusiastic at the response in Redwood City when the children came to visit the various authors who were represented. She suggested a similar program for the Daly City Public Libraries next year during Children's book week.

AUTOMATION IN THE PUBLIC LIBRARY

This subject was tabled for the next meeting.

REPORTS

The Personnel roster, monthly statistics and list of books cataloged were distributed to the Board.

There being no further business, meeting adjourned at 10:30 P. M.

Samuel C Chandler

DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

Dec. 8, 1965

Since a quorum was not present, there was no regular meeting held during the month of December, 1965.

1966

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 12, 1966

Roll Call

Present: Mrs. Staub, Mrs. Kendree, Rabbi Morris, Mrs. Kelechava, Mrs. Hanselman and the City Librarian.

The President called the meeting to order at 8:15 P.M. There being no omissions nor corrections in the minutes of the Meeting of November 10, 1965, the minutes were accepted as submitted.

OLD BUSINESS

EDUCATIONAL SPECIFICATIONS COMMITTEE (New High Schools)

The City Librarian reported that as a member of the Educational Specifications Committee that he had to make a report on January 18, 1966. He said the City Council asked that the Library Board study the possibility of the City and the new high schools building a joint library. He stated that the City of Martinez was planning in such a joint venture. He said that joint libraries had been built as a result of studies in New Jersey and Idaho.

The President stated that the Board would study the matter and directed the librarian to gather material giving advantages and disadvantages of such a joint venture.

FORMATION OF A SAN MATEO COUNTY MUNICIPAL LIBRARIES COOPERATIVE SYSTEM

The City Librarian reported that the Librarians of seven cities have been studying the possibility of forming a municipal Library System based on the Spangle report but not including the county library. He noted the variations that would have to be made, namely book selection and processing. He stated that Daly City was considered as one of three reference outlets and if a system were formed, funds would be alloted for more complete reference service. He said one of the possibilities would be a teletype system connecting the libraries. This system would in no way interfere with our county contract or our cooperation with school libraries. The Board of Trustees agreed that the study of this proposed system should be pursued.

The City Librarian reported that the next meeting would be January 21, 1966 after which time he would be able to supply more information.

LIBRARY EXAMINATION

The City Librarian reported that one person had passed the orals and if he is accepted after the interview, he will be hired.

STAFF ASSIGNMENTS

The City Librarian distributed a chart of staff assignments showing the responsibilities of all staff members. He stated that in his absence from duties at the Daly City Public Library, he had designated that the branch librarian would be in charge.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

CORRESPONDENCE

Mr. Chandler read a letter written to the Lions Club thanking them for the subscription for the Lion National Magazine for the John D. Daly Library.

A letter from the Village Nursery School asking permission to place a sign on the bulletin Board. The Board of Trustees disapproved of placing the sign on the bulletin board.

A communication from the Northgate Transit Co. asking permission to place in the libraries a sign giving the hours of their departures in this area. The Board of Trustees agreed that in the interest of public service, this sign could be placed on the bulletin board.

NEW BUSINESS

DIRECTOR OF CALIFORNIA LIBRARY TRUSTEES AND COMMISSIONERS

A letter from CLA was read asking that all Board members be given a copy of a list of the library trustees and commissioners in California and their term of office. This brochure was distributed.

REPORTS

The monthly statistics and lists of books cataloged were distributed. It was noted that even though the branches showed a decrease in circulation from 1964, the total circulation for all libraries combined showed an increase of about 3,000.

There being no further business, the meeting adjourned at 9:55 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 9, 1966

Roll Call:

Present: Mrs. Staub, Mrs. Kendree, Rabbi Morris, Mrs. Kelechava, Mrs. Hanselman and the City Librarian

The President called the meeting to order at 8:05 P.M. There being no omissions nor corrections in the minutes of the meeting of Jan. 12, 1966, the minutes were approved as submitted.

OLD BUSINESS

EDUCATIONAL SPECIFICATIONS COMMITTEE REPORT

The City Librarian distributed copies of his report to the Educational Specifications Committee of the Jefferson High School District. He stated that he and Mr. Vincent represented the City on this committee. His assignment was to study the possibility of a joint city and school library building on or near the campus of the proposed High Schools. He outlined the report and suggested that the members of the board read it over and discuss it in future meeting of the Board. It was moved and seconded that the report be held over until the next meeting, motion carried.

PENINSULA LIBRARY SYSTEM

In response to questions from Board members from seven cities in San Mateo County, a plan of service for a library system had been formulated for a library system with the seven cities participating. Federal grants to libraries were administered through the State government and the State Board would not grant funds to libraries that were not members of a cooperative system. The County Manager called a meeting of city managers and city librarians to investigate ways of forming a system that would include the county library and its branches. At this meeting it was decided that the City Librarians would hold further talks on Feb. 18 and talks with the County Librarian on February 25. Reports of these meeting will be given to the City Managers and the County Managers for their study.

COUNTY CONTRACT

The President ordered a reading of the existing County contract. In response to questions, the City Librarian said he thought the present contract was equable for both parties. Mrs. Hanselman asked what would happen to the present contract if a system including San Mateo County were formed. The Librarian said the State Board had ruled that existing contracts would not be upset but new contracts could not be formed. Mrs. Hanselman moved, Rabbi Morris seconded that the contract be renewed. The motion carried.

EXAMINATION FOR LIBRARIAN I POSITION

The City Librarian reported that seven people had taken the examination, three passed the written and two took the orals, one qualified but did not accept the position. There will be another examination given. It will be timed so that the written test will be given in April and the orals in May. The City Librarian

reported that the examination is announced in Library Journal, CLA Bulletin, Wilson Library Journal and the ALA Bulletin and all library schools.

STATE PERSONNEL SURVEY

The City Librarian quoted statistics from News Notes of California Libraries to show how the Daly City Public Libraries compare with other libraries of comparable size.

NEW BUSINESS

NATIONAL LIBRARY WEEK

The City Librarian reported that National Library Week is April 17 thru April 23. The State Chairman is Thomas W. Braden, President of the State Board of Education. The President directed the City Librarian to meet with the Friends of Library to discuss an appropriate program for that time.

NEW FURNITURE

The City Librarian reported that there was a need to have the desks, tables and chairs refinished with formica and there was a need for new shelving and a new section of the charging desk. The Board of Trustees agreed that the refinishing should be given greater priority than new furniture, but both the refinishing and the new items should be secured if the budget would allow.

NEGRO HISTORY WEEK

The Librarian was directed to make a display of appropriate books since the week of February 14 through February 21 had been declared Negro History Week.

REPORTS

The circulation statistics and reports of books cataloged were distributed. There being no further business, the meeting adjourned at 10:00 P.M.

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY PUBLIC LIBRARY COMMISSION

March 9, 1966

Special Meeting

Minutes

Roll Call :

Present: Mrs. Staub, Mrs. Kendree, Rabbi Morris, Mrs. Kelechava, Mrs. Hanselman and the City Librarian

NEW BUSINESS

LETTER FROM FOREMAN'S INDUSTRIAL PHOTO DIVISION

The City Librarian presented a letter from the Vico-Matic Co. They would like the Library to subsidize their firm from the City budget when the copy machine is used less than 600 times per month. The Board of Trustees decided the matter would need further consideration before a definite decision could be made.

OLD BUSINESS

I. The City Librarian discussed the refinishing of the furniture with the Board. It was decided to charge the cost of this project to the office supplies account.

II. The last item discussed was next year's budget. Proposed increases consist mainly of salary raises and a larger book fund.

The meeting was adjourned at 8:30 p.m.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 13, 1966

Roll Call

Present: Mrs. Staub, Mrs. Kendree, Mrs. Kelechava, Mrs. Hanselman and the City Librarian.

The President called the meeting to order at 8:20 P.M. There being no omissions nor corrections in the minutes of the meeting of March 9, 1966, the minutes were approved as submitted.

OLD BUSINESS

1966-67 BUDGET

The recommended changes in the Salary Account included requests that would bring the professional positions closer to the salaries paid by the majority of Bay Area cities.

Under Materials, Services and Supplies changes were recommended in Office Supplies, Special Departmental Supplies, Contractural Services, and Books and Subscriptions. A request for a coin copy machine was reflected in Capital Outlay.

REVIEW OF 1965-66 EXPENDITURES

The City Librarian reported that the request to refinish the furniture has been granted. A work request has been sent in and the materials ordered for this job. A new storage desk for the technical processing department and a new unit to expand circulation files, a periodical rack, and a phonograph have been ordered.

Although the 1965-66 Budget shows a remainder in the Book Account, large book orders, mainly juvenile, are forthcoming. A substantial purchase of phonograph records and several sets of special reference books are also planned.

REPORT ON THE RECRUITMENT OF A LIBRARIAN I

The City Librarian announced that ten applications have been accepted for the Librarian I position. The orals will be scheduled for next month.

PHOTOCOPY MACHINE

The 1966-67 Budget includes the purchase of a photocopy machine to replace the one now rented from Foreman's. A discussion on the comparative costs involved in owning versus subsidizing the rental machine followed. It was generally agreed that, in the long run, buying a machine would prove more economical and convenient.

NATIONAL LIBRARY WEEK

The major event planned for the observance of National Library Week is the Friends of the Library's Book Fair.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

The City Librarian announced that the 46th anniversary of the founding of the Daly City Library closely coincides with National Library Week. He has suggested to the City Council that Mrs. Jean O'Rourk, who served as Librarian for 27 years, be honored at this time.

During National Library Week the local papers will print a photograph of Mr. Arthur Bodien's presentation of two bronze plaques to the Historical Committee. Mrs. Kendree suggested that copies of publicity photos such as this be displayed in the Library.

The City Librarian distributed the official book marks for National Library Week and presented this year's mobile. There was a discussion of possible window displays.

All Trustees have been invited to the Santa Clara Library's workshop on storytelling.

NEW BUSINESS

WORKSHOPS

Reservations for the April 25th luncheon of the California Library Association Workshops for Librarian Trustees have been made. The City Librarian and Mr. David Rowe, Asst. City Manager, will also attend.

GOLDEN GATE DISTRICT MEETING

The City Librarian announced that the Golden Gate District Meeting of the California Library Association will be held on Saturday May 7th in San Francisco.

REPORTS

The circulation statistics and report of books cataloged were distributed. There being no further business, the meeting adjourned at 10:15 P.M.

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 11, 1966

Roll Call:

Present: Mrs. Staub, Mrs. Kelechava, Mrs. Hanselman, and the City Librarian

Excused Mrs. Kendree

The President called the meeting to order at 8:10 P. M. The minutes of the meeting of April 13, 1966 were read, amended and approved.

OLD BUSINESS

PAINTING AND RECOVERING FURNITURE AND FIXTURES AT THE WESTLAKE LIBRARY

The City Librarian reported that all the tables and shelf tops in the Westlake Library have been covered with formica.

REPORT ON THE WORKSHOP FOR PUBLIC LIBRARY TRUSTEES AND OTHER LIBRARY OFFICIALS

Mrs. Hanselman reported that she with Mrs. Kendree, Mrs. Kelechava, and Mr. Chandler attended the state sponsored workshop in San Francisco on April 29, 1966. She outlined the speeches and conclusions of the entire day.

Rabbi Morris moved that the Board of Trustees extend its official thanks to the members who attended. Mrs. Staub seconded and motion carried.

NEW BUSINESS

SUMMER STORY HOURS

The City Librarian read a letter for the Board's approval that detailed the plans for the summer story-hour programs. The President asked that the letter be rewritten. Mrs. Hanselman moved, Mrs. Kelechava seconded that the hours presented be accepted. The motion carried.

NEW BUSINESS

BUILDING AT 75 WELLINGTON AVENUE

Because some members of the Board of Trustees have heard a proposal to move the John D. Daly Library into the building at 75 Wellington after other city offices move to the new city hall, the topic was discussed. The President directed the City Librarian to arrange with the City Manager for the Board of Trustees to visit the building.

REPORTS

The monthly reports indicate a rise in the circulation of the three libraries in the Daly City Public Library System.

There being no further business, the meeting adjourned at 9:30 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER, Librarian

DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

June 8, 1966

Since a quorum was not present, there was no regular meeting held during the month of June, 1966.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

July 13, 1966

ROLL CALL:

Present: Mrs. Staub, Mrs. Kelechava, Mrs. Kendree and the City Librarian.
Excused: Rabbi Morris and Mrs. Hanselman.

MINUTES

The minutes of the meeting of May 11, 1966 were amended to read: Excused: Rabbi Morris.

OLD BUSINESS

NEW PERSONNEL

Mr. David Crane, Librarian I, was introduced. He comes to the Daly City Public Library from the library school of the University of San Francisco.

BRANCH LIBRARIES

As assigned, the City Librarian carried, to the City Manager, the Library Boards desire to study the desirability of converting the old City Hall into a library. The City Manager and the City Librarian will advise the Board on the feasibility of such a study.

ELECTIONS

Mrs. Kendree moved that the election of officers for 1966-67 be postponed until the August meeting. Mrs. Kelechava seconded and the motion carried.

LETTERS

A letter from Mrs. Francis Windhurst, of the Friends of the Library, to the Daly City Council was read. It announced the gift of a collection of books for patrons who cannot read books in normal size print.

A letter, from the City Manager to the Friends of the Library thanking them for the gift, was read.

A letter was read from the Daly City Toastmasters Club requesting permission to post signs near and in the library.

The Board voted to deny the request. The Chair requested the City Librarian to send the boards decision to the Toastmasters Club.

NEW BUSINESS

PACE PROGRAM

The City Librarian reported that the school officials who are administering the PACE program, have hired Herbert Hoover to act as an advisor.

Mr. Hoover has asked the Peninsula Library Association to allow its lists of the periodical holdings of the libraries, on the Peninsula, to be published.

The publication will make it possible for librarians to refer patrons to libraries that keep back files of periodicals.

EXHIBITS AND DISPLAY POLICY.

The City Librarian suggested that exhibitors of paintings be allowed to post a sign reading "Pictures on display may be purchased from the artist. Telephone _____."

Mrs. Kendree so moved, but stipulated that the sign be no larger than 8½x11. Mrs. Kelechava seconded and the motion carried.

HISTORICAL MATERIAL

Bound copies of the manuscripts collected, by the Historical Committee, were presented for the Board members perusal.

Reports were distributed and studied.

There being no futher business, the meeting adjourned at 10 P.M.

Samuel C Chandler

SAMUEL C. CHANDLER, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

August 10, 1966

Roll Call

Present: Mrs. Staub, Mrs. Hanselman, Mrs. Kendree, Mrs. Kelechava, Rabbi Morris and the City Librarian.

The President called the meeting to order. The minutes were read and amended to indicate that Rabbi Morris was present at the May meeting.

OLD BUSINESS

Mrs. Kendree asked for a discussion of the change in the Exhibit and Display Policy suggested in the July meeting.

Rabbi Morris moved; Mrs. Kendree seconded that the Exhibit and Display Policy be amended by adding the following sentence: "The Library Board looks with disfavor upon posting prices with items on display in the branches of the Daly City Public Library. However, a sign may be posted suggesting that information about these pictures (items) may be obtained from the artist (phone #)."

The motion carried.

P.A.C.E. PROGRAM

The City Librarian reported that the officials of the San Mateo County Schools had invited public libraries to suggest projects for the allocation of federal funds. Several suggestions were made by the Peninsula Library Association. If other suggestions are forwarded to the PLA they will be considered and sent to the PACE officials.

LETTERS

A letter was read from Mrs. Velma Yule, of the Library Staff, thanking the Board of Trustees for its remembrance of her husband, Lawrence Yule, who died recently.

NEW BUSINESS

Office of Chairman of the Board of Trustees: Mrs. Hanselman nominated Rabbi Morris; Mrs. Kendree seconded the nomination. Mrs. Kelechava moved that the chair cast a unanimous vote. Mrs. Hanselman seconded and the motion carried. Rabbi Herbert Morris was declared elected.

Vice Chairman: Mrs. Hanselman nominated Mrs. Kelechava as Vice Chairman; Mrs. Staub seconded. Mrs. Kendree moved the chair cast a unanimous vote; Rabbi Morris seconded. The motion past and Mrs. Kelechava was declared elected.

HISTORIC BOOKS

The City Librarian displayed some historic books of California History that had been donated and asked the Board to consider creating a collection of such works. He said that he believed that such a collection would be a valuable addition to the Daly City area historical library which is being assembled by the Daly City Historical Committee.

The several members of the Board expressed their approval of creating such a collection.

The Chair directed the City Librarian to obtain the Historical Committee's opinion and report back to the Board of Trustees.

REPORTS

A survey of the 1965/66 annual report showed a 20,000 volume increase in the circulation over 1964/65.

The book holdings in 1965/66 reached 50,000 volumes.

There being no further business the meeting adjourned at 10:00 P.M.

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

September 14, 1966

Roll Call

Present: Mrs. Kelechava, Mrs. Staub, Mrs. Kendree, Mrs. Hanselman and the City Librarian. Excused: Rabbi Morris.

The President called the meeting to order. The minutes were read and approved.

OLD BUSINESS

A review of the budget for 1966/67 showed an increase in the salary, service and supplies, and capital outlay sections of the budget.

The City Librarian reported that copies of the budget will be mailed in the near future.

LIBRARY DEVELOPMENT IN DALY CITY

Upon the recommendation of Board members items a) and b) on the agenda - a study of the criteria for branch libraries and a survey of standards, were tabled.

Mrs. Staub moved; Mrs. Kendree seconded that the next meeting of the Library Board be held in the old City Hall and that the Board members be allowed to go through the building. The motion carried.

NEW BUSINESS

Periodicals and magazines: The City Librarian reported that the existing racks for periodicals and newspapers will not house the new subscriptions. After some study, the various members of the Board suggested some ways that new racks may be arranged.

REPORTS

Monthly reports were mailed previous to the meeting. Several items were noted. The meeting adjourned at 9:35 P.M.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 19, 1966

ROLL CALL:

Present: Rabbi Morris, Mrs. Kendree, Mrs. Kelechava, Dave Rowe, and the City Librarian

Excused: Mrs. Hanselman and Mrs. Staub

The President called the meeting to order at 8:05 P. M.

MINUTES

The minutes of the meeting on September 14, 1966 were approved as submitted.

OLD BUSINESS

The City Librarian reported that he had discussed the feasibility of converting the old City Hall into a library with the City Manager and the City Engineer. He reported that the City Engineer said that the walls on the inside of the building could be removed, but the pillars would have to be left. The City Librarian stated that the ground floor alone would provide as much space as that contained in the John D. Daly Library. The second floor would provide additional space for books, an Historical Library, and other services. The basement could be used for story hours, projection rooms, listening booths, and similar services.

Mrs. Kendree suggested that the Board recommend that an architect be hired to study the building to determine if it is worthwhile to remodel it, and give some idea of what the project would cost. Mrs. Kendree moved, Mrs. Kelechava seconded that a letter be directed to the City Council requesting that the building at 75 Wellington Avenue be converted into a public library and studies of the building be initiated as soon as possible.

The President appointed a committee consisting of Mrs. Kendree and the City Librarian to draft a letter requesting that the building at 75 Wellington Avenue be remodeled for a library, and submit it to the City Council within the next ten days.

NEW BUSINESS

Copies of the 1966-67 budget were distributed to the Board members. In response to a question regarding a copy machine, the City Librarian reported that funds are in the new budget to purchase a copy machine.

REPORTS

Copies of the monthly statistics were distributed to the members. The City Librarian noted that with the parking available at 75 Wellington Avenue, the circulation at the John D. Daly Library could conceivably double.

There being no further business, the meeting adjourned at 9:30 and a tour of the City Hall, under the direction of David Rowe, was conducted

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November ~~9,~~ 1966

Members Present: Maude Hanselman, Sarah Kelechava, Gertrude Kendree and the City Librarian

Excused: Helen Staub and Rabbi Morris

The meeting was called to order by the President Pro tem at 8:10 P. M.

The minutes of the meeting of October 19, 1966 were approved as submitted.

OLD BUSINESS

Building at 75 Wellington Avenue

The City Librarian reported that the letter initiated by the Board of Trustees had been submitted to the City Council study session.

MASTER PLAN FOR THE DEVELOPMENT OF PUBLIC LIBRARY SERVICE IN CALIFORNIA

The President Pro tem asked the City Librarian to present the revised master plan for public libraries in California. Three levels of public library service are deemed necessary to provide library service to every person in California: the Community or City Library; the area library containing a greater variety of materials including special collections. The third level of library service, the Metropolitan Library, will make available the largest possible range and depth of materials, subject and subject specialists.

The City Librarian was directed to have copies of the master plan duplicated so that all members could have a copy of the Master Plan. The plan calls for all community or city libraries to join in systems so that all citizens in a given locality will have access to public libraries.

Since there is no system in the San Francisco Peninsula area, librarians and City Managers are exploring ways and means of creating a system that will satisfy the needs of the area.

NEW BUSINESS

Poverty Program

Three cities are participating in the Poverty program. Oakland is developing a collection of books for Spanish speaking people. Stockton Public Library has developed a pre-school library program. Los Angeles is developing a program for minority groups.

The City Librarian discussed the possibility of cooperating with the schools in a pre-school program or a program to special groups. He stated that Mr. Greenwood, Jefferson Elementary School Superintendent, is interested in a cooperative program.

NEW BUSINESS

The City Librarian reported that the Zerox Company has developed a cooperative plan with the publishers of magazines so that libraries may purchase microfilm of the periodicals to which they subscribe. The Board of Trustees agreed

that this plan offered some interesting possibilities and should be further investigated.

REPORTS

The October reports were distributed and noted that the October, 1966 circulation was over 4,000 larger than last year.

There being no further business, the meeting adjourned at 10:15 P. M.

Samuel C. Chandler

SAMUEL C. CHANDLER, Librarian

A G E N D A

Daly City Public Library

Board of Trustees

December 14, 1966

The regular meeting of the Board of Trustees for December 14, 1966 has been postponed until January 11, 1967 since a quorum will not be present.

1967

Daly City Public Library

Board of Trustees

January 11, 1967

The regular meeting of the Board of Trustees for January 11, 1967 was postponed as a quorum was not present.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 8, 1967

Members Present: Maude Hanselman, Sarah Kelechava, Gertrude Kendree, Helen Staub, and the City Librarian

Members Excused: Rabbi Morris

The meeting was called to order by the President Pro Tem at 8:10 P.M. The minutes of the meeting of November 9, 1966 were approved as submitted.

OLD BUSINESS

DALY CITY HISTORICAL LIBRARY, PICTURES OF DALY CITY MAYORS

The City Librarian reported for the trustees' information that the Historical Committee has been directed to secure pictures of all the former mayors of Daly City. The pictures will be made into uniform size and hang in the new city hall. He reported that the only picture he was having difficulty securing was that of the first Mayor of Daly City.

BUILDING AT 75 WELLINGTON

The City Librarian reported that it is necessary to draw some preliminary plans to determine how the old city hall could be converted into a library. The plans will be drawn to scale by the city engineer's office and submitted to the person named by the City Council to determine whether the building can be remodeled and if the cost would be prohibitive. The City Librarian presented three different plans for the Board of Trustees to consider. A discussion followed.

CORRESPONDENCE

Invitations to open houses at the South San Francisco and the Santa Rosa Public Libraries were read. Both will be held on February 19, 1967.

OFFICE OF ECONOMIC OPPORTUNITY YOUTH JOB CORPS

The meeting with Paul Perez, Director of this program, set for February 7 about having youth job corps people in the library was cancelled. The topic was tabled until the next meeting.

NEW BUSINESS

ASSEMBLY BILL NO. 9

Copies of Assembly Bill No. 9 proposing the dissemination of pornography were distributed and discussed. The Board of Trustees agreed to follow the lead of the California Library Association in opposing the bill.

AMERICAN LIBRARY ASSOCIATION

The Board of Trustees agreed that at least the President should receive one subscription to the ALA Bulletin.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

REPORTS

The reports were distributed and the City Librarian noted that the juvenile circulation has leveled off and that it might go lower because of the instituting of many new school libraries. He also noted there was an increase of approximately 1,500 in circulation for January, 1967 as compared to January, 1966.

There being no further business, the meeting adjourned at 10:20 P.M.

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

March 8, 1967

Members Present: Maude Hanselman, Sarah Kelechava, Gertrude Kendree, Helen Staub and the City Librarian.

Members excused: Rabbi Morris

The meeting was called to order by the President Pro Tem at 8:15 P. M. The minutes of the meeting of February 8, 1967 were amended to read as follows: Under American Library Association page 1, The Board of Trustees requested that one membership be subscribed to in the name of the Board of Trustees for the American Library Association.

Under Assembly Bill No. 9, The Board of Trustees agreed to table the decision on Assembly Bill No. 9 until they learned what the California Library Association and what other library groups were going to do.

Mrs. Staub moved that the minutes be amended and Mrs. Kendree seconded. Motion carried.

OLD BUSINESS

Legislation, Senate Bills 78, 79 96

The City Librarian reported that the California Library Association is opposing all three bills. He reported that the Intellectual Freedom Committee has asked library boards to do everything possible to defeat these bills.

YOUTH NEIGHBORHOOD CORPS

The City Librarian reported that two boys had been appointed to work at the library under the Youth Neighborhood Job Corps. While the program is too new to be evaluated, so far the boys signed to the library had not been reporting for work regularly.

NEW BUSINESS

1967-68 Budget

The City Librarian reported the departments of the City are working on the budget for the next fiscal year. He noted account numbers to be changed and accounts that would be grouped together. Discussion followed.

COUNTY CONTRACT

Mrs. Hanselman made a motion that the county contract be renewed and Mrs. Staub seconded. Motion carried.

REPORTS

The monthly statistical reports were distributed and discussion followed.

There being no further business, the meeting adjourned at 10:15 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING

April 12, 1967

Members Present: Sarah Kolechava, Helen Staub, Maude Hanselman, Rabbi Herbert Morris, City Librarian.

The meeting was called to order at 8:00 P.M. by the chairman, Rabbi Morris. The minutes of the last meeting were read and approved.

OLD BUSINESS

1967-68 BUDGET

The requests for each part of the 1967-68 budget were examined. Changes in the account numbers were noted.

Mrs. Staub moved that the request in account 15 be increased from $200 to $300, to cover certain expenses of Library Board members who attend the Conference of the California Library Association or the Golden Gate District meetings. Mrs. Kolechava seconded. Motion carried.

THE BUDGET WORK PROGRAM

The City Librarian presented the Budget Work Program that was prepared to accompany the 1967-68 budget requests.

CIRCULATION SYSTEM

The City Librarian reported that the San Francisco and the South San Francisco Public Library have adopted the Wayne County Self Charging System.

The chair directed the matter be held over pending further study.

NEW BUSINESS

NATIONAL LIBRARY WEEK

Mrs. Hanselman moved, Mrs. Staub seconded that the moratorium on fines for overdue books that usually accompanies National Library Week be extended to cover a two week period from April 16 to April 30th. Motion carried.

A report of the Friends of the Library announces a tour of the special libraries being created in Thomas A. Edison and George Washington Elementary Schools.

As part of National Library Week, The Friends of the Library will hold it's annual book sale on April 15th in the Westlake Mall.

REPORTS

Circulation reports and reports of the Technical Processes Department were distributed.

There being no further business, the meeting adjourned.

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

BOARD OF TRUSTEES
DALY CITY PUBLIC LIBRARIES
MINUTES OF THE REGULAR MEETING

May 10, 1967

Members Present: Mrs. Kelechava, Mrs. Kendree, Mrs. Hanselman, Mrs. Staub and the City Librarian.

Members Excused: Rabbi Morris

The president pro tem called the meeting to order at 8:15 P.M. The minutes of the meeting of April 12, 1967 were approved as submitted.

OLD BUSINESS

Policy regulating the number of books that may be borrowed at one time.

The policy was tabled pending further study.

WAYNE COUNTY SYSTEM - CRITIQUE

The City Librarian reviewed the Wayne County System of circulation control. The chart showed that the majority of libraries are using some form of self-charge system. The City Librarian suggested that no change be made in the Daly City Public Libraries until another branch is built or until the circulation increases by 100,000.

The City Librarian reported that he met in a budget meeting with the City Manager on May 6, 1967. He presented to the manager the request of the Board of Trustees for funds to provide for a member to attend California Library Association meetings. As a result, an additional $100 was added to the request for Account 15, Travel.

NEW BUSINESS

Summer Reading Program

The City Librarian read a letter from Miss Kraus suggesting that the summer story hours be scheduled as follows: for preschool and children to eight years old:

Westlake Library, Tuesday, July 11 thru August 29 from 10:15 to 10:45 A.M.

Bayshore Library, Wednesdays, July 12 thru August 30 from 1:30 to 2:00 P.M.

John D. Daly Library, Wednesdays from July 12 thru August 30 from 3:00 to 3:30 P.M.

Miss Kraus asked for approval of a program entitled, "Wider Horizons," for tween-agers -- 8 to 12. She suggested the following schedule for meeting with the tween-agers:

Thursday, July 6, 27, August 10, 24 tentatively from 2:30 to 3:30 P.M.

STORY HOURS DURING SCHOOL MONTHS

Miss Kraus suggested approval of a program of preschool story hours during the months of September to April. The story hours would run consecutively as follows:

Westlake Library, Tuesday from September 19 to October 31
10:15 to 10:45 A.M.

John D. Daly Library, Tuesday from November 7 to December 12
10:15 to 10:45 A.M.

Westlake Library, Tuesday, from January 23 to February 27, 1968
10:15 to 10:45 A.M.

Mrs. Hanselman moved that the Board give its approval of the summer reading program and the Preschool Story Hours as Miss Kraus has outlined. Mrs. Kendree seconded, the motion carried.

DISPLAYS

The City Librarian reported that he is a member of a pre-conference committee to study ways in which graphics and color could be used in public libraries. A discussion of some items that he presented followed.

There being no further business, the meeting adjourned at 10:30 P.M.

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

June 14, 1967

Members Present: Mrs. Kelechava, Mrs. Staub, Mrs. Hanselman and the City Librarian

Members Excused: Rabbi Morris, Mrs. Kendree

The meeting was called to order at 8:15 P.M. by the President pro tem. The minutes of the meeting of May 10, 1967 were approved as submitted.

OLD BUSINESS

Registrations and number of books per card

The City Librarian reported that several members of the library staff suggested that the rule be eliminated which requires a person applying for a library card to name a reference and a rule requiring the applicant to produce positive identification be substituted. The Board members expressed themselves in favor of this change.

The question arose as to whether or not high school students should be required to have their parent's signature. The Chair directed that this matter be referred to the City Attorney.

The matter pertaining to the number of books that may be borrowed on one card was tabled pending further study.

CORRESPONDENCE

A letter was read requesting that the Personnel Standards and Ethics Commission Report of the Jefferson Elementary School District be removed from the library. The Board agreed that this pamphlet should remain in the library but directed that its circulation be restricted.

NEW BUSINESS

Library Legislation

The City Librarian reviewed Assembly Bills, 1253, 1538, 2523, 1853, 2328 and Senate Bills 266 and 701. A discussion followed. Mrs. Staub suggested that it might be beneficial to the library trustees of the area if Assemblyman Ryan were invited to speak at a special meeting in Daly City.

The City Librarian reported that the Obsenity Bill AB 9, Deddeh, was withdrawn by the author. SB 78 and 79 passed the full Senate and are scheduled for hearing by the Assembly Committee on Criminal Procedure at a special evening hearing on June 1, 1967. The City Librarian reported that he had not yet heard of the outcome.

A.L.A. CONVENTION

The City Librarian reported that in a budget meeting it was suggested

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

that money be provided for one member of the Board of Trustees be sent to the California Library Association meeting.

The chair directed that reservations for Board Members be made for the A.L.A. Convention commencing on June 25, 1967.

The City Librarian reported that he would attend the pre-conference meeting on service to the out-of-school adults on June 24 and 25. There being no further business, the meeting adjourned at 10:00 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

July 12, 1967

Roll Call

Present: Mrs. Kelechava, Mrs. Kendree, Mrs. Staub and the City Librarian

Excused: Mrs. Hanselman and Rabbi Morris

Minutes

The minutes of the meeting of June 14, 1967 were read as approved.

Correspondence

A letter from Dr. Mary MacWilliam, Associate Librarian of San Francisco State College, expressed thanks for the services of Mrs. Pigott, Mrs. Roay, Bill Feeley and Mike Lucido of the Daly City Public Library staff for services at the A.L.A. Conference.

A letter from California State Library outlined the procedure for a cost analysis study of an automated center for cooperative cataloging.

A letter from Vicki R. Bonaldi asking for the procedure of receiving library service after moving to another city was read. The City Librarian was directed to reply.

A letter from Anthony Farley was discussed. On behalf of the Serramonte Home Owners' Association, Mr. Farley asked that book mobile service be extended to the Serramonte Subdivision. The City Librarian was directed to reply that Daly City does not own a book mobile but library service in the Serramonte area is being studied as part of the general plan.

Old Business
Additional library facilities

The chair led in a review of library service planned for the Serramonte, Bayshore, Westlake Terrace and old Daly City parts of the City of Daly City.

Committee Reports

Mrs. Staub gave a brief report of the A.L.A. meetings that she attended. She recommended that a committee of the board be appointed to study means of cooperating with school and other types of libraries.

The City Librarian reported that staff members had studied the circulation systems that were on display and made reports of their preferences and observations.

NEW BUSINESS
Election

Mrs. Staub nominated Mrs. Kelechava for President, Mrs. Kendree seconded.

Mrs. Staub nominated Mrs. Hanselman for President pro tem. Mrs. Kelechava seconded. Both were elected by unanimous vote.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

By-laws

Mrs. Staub moved that the by-laws be amended to change the date of the election of new officers.

A discussion followed. The chair directed that the matter be tabled for further study.

Mrs. Staub distributed copies of the State and City codes covering the public library.

Book Reviews for the Mental Health Center

The City Librarian reported that four book reviews are planned for the patients of the Mental Health Center.

Reports

Reports were distributed and noted.

Samuel C. Chandler

Samuel C. Chandler, Librarian

BOARD OF TRUSTEES

Minutes

August 9, 1967

Since a quorum was not present, the meeting of August 9, 1967 was cancelled.

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

September 13, 1967

Roll Call

Present: Mrs. Kelechava, Mrs. Kendree, Mrs. Staub, and the City Librarian

Excused: Mrs. Hanselman and Rabbi Morris.

Minutes

The minutes of the meeting of July 12, 1967 were amended as follows:

Under the section about By-laws the first paragraph was deleted and the following substituted: The City Librarian was directed to discuss the matter of changing the date of the election for new officers with the City Attorney.

CORRESPONDENCE

The City Librarian read a letter from ALA commending the staff of the Daly City Public Library for their help at the recent ALA conference.

OLD BUSINESS

CLA Meeting

It was noted that the CLA Conference was scheduled for Fresno, October 22 through October 27. Mrs. Staub made a motion that Mrs. Kendree be named a delegate to represent the Board of Trustees at the Conference. Mrs. Kelechava seconded and the motion carried. The City Librarian reported that he and Miss Kraus would also attend the convention.

LIBRARY GRANTS AND LEGISLATION

Mrs. Staub reported on the work that she has done in connection with cooperation between the school and public libraries in the Daly City area. She stated that they were waiting for an invitation from Mr. Ray Milton to attend a study session to discuss their plans. Mrs. Kelechava will attend with Mrs. Staub.

NEW BUSINESS

Library Commission Minutes

The City Librarian reported that the Library Commission Minutes have now been microfilmed and the minutes from September, 1952 through April, 1967 are now on film.

LIBRARY I Position

It was reported that Mr. David Crane had resigned to attend library school. The City Librarian said the Personnel Department is taking steps to fill vacancy.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

CHILDREN'S BOOK WEEK

The City Librarian announced that Children's book week will be the week of October 30 through November 4. He reviewed the plans of the Children's Librarian. The Chair directed the City Librarian to tell Miss Kraus to go ahead with her plans for the week.

REPORTS

The reports were distributed.

There being no further business, the meeting adjourned at 10:15 P.M.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 11, 1967

Roll Call:

Present: Mrs. Hanselman, Mrs. Kendree and Rabbi Morris and the City Librarian.

Excused: Mrs. Kelechava, Mrs. Staub

MINUTES:

The minutes of the meeting of September 12, 1967 were approved as submitted.

OLD BUSINESS

Number of books per card

Referring to the minutes of the meeting of June 14, 1967, Rabbi Morris noted that the City Librarian had reported that several staff members had suggested eliminating the rule limiting the number of books that may be borrowed on one card. The matter had been tabled pending further study. Rabbi Morris suggested that this matter be placed on the agenda for the November meeting. The Chair so directed.

Parent's signature on application from high school students

Rabbi Morris noted that during the Board meeting Of June 14, 1967, the Board had discussed the feasibility of issuing library cards to high school students who furnish proper identification. The current rule requires each high school student to obtain his parent's signautre before ~~his~~ he is issued a card. Rabbi Morris suggested that this matter be placed upon the November agenda. The chair so directed.

Closed stack policy

Several board members asked for a continuation of the discussion of a request that came before the October meeting that the library remove the Personnel Standards and Ethics Commission Report of the Jefferson Elementary School District.

The Chair directed the matter be placed upon the agenda of the November meeting.

Library buildings and facilities

Rabbi Morris moved and Mrs. Kendree seconded that a letter be sent to the City Council asking that the Citizen's Advisory Committee for the general plan for Daly City study the need for library service in the Serramonte subdivision and other parts of the city. The motion carried.

Librarian I Position

The City Librarian reported that an examination has been scheduled so the vacant Librarian I position can be filled. The closing date is November 3, 1967 and the examination date is December 2, 1967.

CLA Conference

It was noted that reservations at the CLA Conference in Fresno have been made for Mrs. Kendree, Miss Kraus and the City Librarian.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

Miss Kraus has a special assignment in one of the sessions of the conference.

NEW BUSINESS

Meeting of the California League of Cities

The Board studied the agenda for the league meeting scheduled for San Francisco October 16 through October 20, 1967.

Reorganization of CLA

The City Librarian reviewed the study that led to a plan that CLA may be reorganized so that the Executive Board be made up of representatives of the regional associations rather than representatives of round tables and specialty associations.

It was noted that trustees from all over California are opposed to the reorganization.

The Chair directed Mrs. Kendree to make a report of the discussions of the matter that she attends during the trustee's day of the CLA conference.

ALA Pre-conference on intellectual freedom and the teenager.

The proceeding of the pre-conference as printed in the Library Journal were read.

It was noted that this conference studied the problems involved in selecting books and other materials for high school students to use.

Some very vital considerations were noted and discussed.

Reports

Reports for September were distributed . There being no further business, the meeting adjourned.

Samuel C Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November 8, 1967

Roll Call:

Present: Maude Hanselman, Gertrude Kendree, Rabbi Morris, Sarah Kelechava, Helen Staub and the City Librarian.

MINUTES: The minutes of the meeting of October 11, 1967 were approved as submitted.

OLD BUSINESS

Rule limiting the number of books that may be borrowed on one card

The City Librarian presented the results of a survey of the circulation practices in other libraries. Most libraries do not limit the number of fourteen-day books that may be checked out on one card. Some place limits on seven-day books and some upon books on a popular subject. Several members of the Daly City Public Library staff had been asked to write their thoughts about limiting the number of books that may be checked out on one card. While some thought that some limits were necessary, they saw no reason why present limits could not be changed.

Rabbi Morris suggested that the changes suggested by the City Librarian as an administrative policy be accepted. The Board asked for a report as to whether or not it is satisfactory after six months. The Chair so ordered.

The formula suggested by the City Librarian is: non-fiction, unlimited except only three books on one subject, new fiction, 3 books per card; records, 10; old fiction, pamphlets, pocketbooks, and children's books and magazines unlimited.

Feasibility of issuing library cards to high school students who furnish proper identification.

The Chair directed that the City Librarian contact the City Attorney to see if the city can contract with a minor for the responsibility of returning library books. The City Librarian will inform the Board of Trustees at the next meeting.

Closed stack policy

The closed stack policy of the Board of Trustees was reviewed. It was noted that the City Librarian is empowered to place disputed items on closed shelves or to refuse to place them there. If someone requests that an item be placed on the closed stacks, he may refer the matter to the Board of Trustees and the Board will consider the matter.

It was noted that the policy directs the City Librarian to submit to the Board a list of items on closed shelves. The next list is due in January.

Letter to Citizen's Advisory Committee or City Council

The City Librarian was directed to write a letter to the City Council on behalf of the Board of Trustees reminding them of the library needs for Daly City.

Library I Position

The City Librarian reported that the closing date for applications will be November 18. Presently there are six applicants.

Correspondence

The City Librarian read a letter from the City Manager stating that Youth in Government week will be held during the week of January 17 to 29, 1968. During the time students from Westmoor or Jefferson High School will be selected to serve in various city offices. The Librarian for this year will be chosen from Westmoor High School.

A letter was read from the Jefferson High School District inviting the Board of Trustees to meet with the High School Board to discuss the City-School Libraries areas of possible closer cooperation. Mrs. Kelechava will call Mr. Morgan to select a date for the meeting. Several board members asked that the date be set so the Board could have a special meeting to discuss their desires and make definitive suggestions to cooperate.

Letter from CLA

A letter from the CLA Trustee's Section asked that library trustees write to the Governor in support of the CLA resolution requesting the legislature to grant the full appropriation as authorized by law for 1968-1969. The City Librarian said that Daly City benefits as much as any city in California from the activities of the State Library. Mrs. Hanselman moved that the City Librarian write a letter to Governor Reagan urging that the full appropriation be allowed in next year's budget. Mrs. Kelechava seconded, motion carried. The Chair directed the City Librarian to suggest to the City Council that a letter from the Council to the Governor would be most welcome.

NEW BUSINESS

Inventory of public buildings and grounds

The City Librarian reported that he had met with Mr. Franz von Uckerman, the assistant city planner for Daly City, to inventory present library buildings and discuss deficiencies, limitations and needs.

Reports from recent CLA Conference

Mr. Chandler reported on the meeting he had attended at the CLA Conference in Fresno. He said that the CLA membership approved a resolution that stopped implementation of CLA reorganization until the Reorganization report could be widely distributed.

Mrs. Kendree reported on the meetings she attended. She reported that one meeting was devoted to the use of paperbacks especially in incidences where multiple copies of titles are required. She mentioned the ease of weeding and processing these books.

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- MINUTES OF THE REGULAR MEETING -

Mrs. Kendree also reported on the meeting, "Are Trustees Necessary?" She said a discussion explored an assertion that was made that City Governments are becoming so complex that it requires professionally trained people to administer city functions such as city planning, recreation, libraries, etc. rather than Commissions. Other members on the panel expressed gratitude for the Commissions saying that they relieve the department Heads of a great deal of pressure.

REPORTS

The reports were distributed.

There being no further business, the meeting adjourned at 11:00 P. M.

Samuel C Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

Dec. 13, 1967

ROLL CALL:

Present: Sarah Kelechava, Gertrude Kendree, Rabbi Morris, Helen Staub and the City Librarian.

MINUTES: The minutes of the meeting of November 9, 1967 were approved as submitted.

OLD BUSINESS

Letter from the Governor of California.

A reply from the Governor of California to a letter from the Daly City Public Library Board of Trustees was read. The chair ordered it filed.

Library Cooperation

The Chair announced that the Board of Trustees of the Jefferson Elementary School District would meet with the Board of Trustees of the Daly City Public Library on January 10, 1968.

The Chair noted that the City Librarian had been asked to make a study of library cooperation in various areas of the United States.

The City Librarian said a study of cooperation had been made. From it a suggestion of some projects that might be developed in Daly City were formulated.

The Chair directed a review of these projects.

It was moved and seconded that copies of the list of projects be sent to each member of the Board. Motion carried.

It was moved and seconded that the City Librarians be directed to write to cities where cooperative projects are in effect to ask for information and guidelines.

REPORTS

Reports of the activities of November 1967 were distributed and noted.

Samuel C Chandler

Samuel C. Chandler, Librarian

1968

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 10, 1968

Present: Sarah Kelechava, Gertrude Kendree, Helen Staub and Maude Hanselman of the Board of Trustees and the City Librarian.

Ray Milton of the Board of Trustees of the Jefferson Secondary School District, Superintendent Edward Morgan and Dr. Harold Tonini of the Jefferson Secondary School District.

Absent: Rabbi Morris

The minutes of the meeting of December 13, 1967 were approved as submitted.

The President called the meeting to order at 8:10 P.M. The members of the Board of Trustees of the Daly City Public Library, The Board of Trustees of the Jefferson Secondary School District, Superintendent Morgan, Dr. Tonini and Mr. Chandler were introduced.

JOINT LIBRARY COUNCIL

At the request of the Chairman of the Library Board of Trustees, the City Librarian suggested the formation of a Joint Library Council to meet monthly to direct cooperative projects and to discuss library problems.

After a discussion, it was decided that the formation of a Joint Library Council would be in the best public interest.

The Chairman directed the City Librarian to contact Superintendent Greenwood of the Jefferson Elementary School District and Dr. Bortolazzo, President of the San Mateo Junior College to invite them to join with Dr. Tonini and the City Librarian in talks relative to the formation of such a council and file a report before February 5, 1968 with the Board of Trustees of the Daly City Public Library and the Board of Trustees of the Jefferson Secondary School District.

NEW BUSINESS:

The City Librarian was directed to renew CLA memberships for Mrs. Kelechava, Rabbi Morris, Mrs. Hanselman and Mrs. Kendree and to enroll Mrs. Staub as a member of ALA thus giving the Board of Trustees representation in both organizations.

REPORTS

The reports were distributed.

There being no further business, the meeting adjourned at 10:30 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 14, 1968

Present: Sarah Kelechava, Gertrude Kendree, Helen Staub and the City Librarian

Absent: Maude Hanselman, Rabbi Morris

Minutes

The minutes of the meeting of January 10, 1968 were amended to read: Jefferson Union High School District in the paragraphs where it is referred to as Jefferson Secondary School District.

OLD BUSINESS

Library Cooperation

The City Librarian reported that he had scheduled a meeting on February 21 in the Westmoor High School with librarians from Jefferson High School, Westmoor High School and the Jefferson Elementary School District.

Librarian I Position

The City Librarian reported that Elizabeth Mennie will report to work on February 16, 1968 as a Librarian I, temporary. An examination will have to be scheduled in the near future.

MEMBERSHIPS

The City Librarian reported that the CLA memberships had been renewed for the Board of Trustees and that Mrs. Staub as a representative of the Board of Trustees was enrolled as a member of ALA.

NEW BUSINESS

Annual Report

The City Librarian pointed out that the annual report was a record of progress from a small branch of the County Library to a functioning library system.

County Contract

The county contract was reviewed and under Item C, the contract should read: City Libraries shall mean the Daly City Public Library and any branch libraries of the City of Daly City. The City Librarian has an appointment with Miss Ross to review the present contract.

CLA Statistical report

This report was tabled until the next meeting.

Reports

The monthly reports were distributed.

There being no further business, the meeting adjourned at 10:00 P.M.

Samuel C. Chandler

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

March 13, 1968

Present: Sarah Kelechava, Gertrude Kendree, Helen Staub, Maude Hanselman, Rabbi Morris and the City Librarian

Absent: None

Minutes: The minutes of the meeting of February 14, 1968 were accepted as submitted.

OLD BUSINESS

San Mateo County Contract

The City Librarian reported that he met with the County Librarian, Miss Ross, and explored the possibility of Bookmobile service. As a result, the County Librarian sent a letter quoting the cost per hour's of service that the county would charge the City of Daly City for Bookmobile coverage. After a discussion it was agreed not to seek Bookmobile service as part of the County contract in 1968-1969.

Joint Library Council

The City Librarian reported that the meeting with the school librarians: Mr. Tonini, Mr. Morgan, and Mr. Greenwood had been cancelled because of illness. This topic was tabled until the next meeting.

Comparative Statistics from California Libraries

Statistics from the winter issue of the California News Notes were examined. After years of being last in all the columns that report the statistics for cities in the same population class, the Daly City Public Library has moved up and therefore compares more favorably than ever before. For a city of 60,000 population, however, Daly City's libraries are too small and their collection does not meet minimum standards.

Service Awards Dinner

Menus were distributed to the Board of Trustees. The Chair directed the City Librarian to notify the City Manager's office that four commissioners and their husbands plan to attend.

Master Plan for Daly City Libraries

The City Librarian outlined the steps which should be taken to formulate a master plan for Daly City Public Libraries. He stated that the outline should include the following: objectives, demand, types of libraries, kind of service, film circuits, etc. finances, staff, location, types of buildings, etc. Mrs. Staub made a motion that the projected Joint Library Council use this outline in formulating a plan for service and attempt to come up with a plan of joint library service. Mrs. Hanselman seconded, motion carried.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

REPORTS

The reports were distributed. The Board noted an increase in circulation for the John D. Daly Library and an increase in total circulation of all Daly City Public Libraries from February 1967 to February, 1968.

There being no further business, the meeting adjourned at 9:45 P.M.

Samuel C Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 10, 1968

Present: Sarah Kelechava, Gertrude Kendree, Helen Staub, Maude Hanselman, Rabbi Morris and the City Librarian

Absent: None

Minutes: The minutes of the meeting of March 13 were accepted as submitted.

OLD BUSINESS

Projected objectives of the Daly City Public Library

The Chair directed the City Librarian to bring to the next meeting materials relating to statements of objectives used by other libraries so that the Board of Trustees may study them before formulating a statement of objectives for the Daly City Public Libraries.

Report on Formation of a Joint Council

The city librarian was directed to write a letter to the Librarians of the High School, Junior High School, Elementary School, Friends of the Library and the PTA Council asking them to appoint a representative to form a joint council.

NEW BUSINESS

1968-1969 Budget

The City Librarian reviewed the budget with the Board of Trustees. He discussed each account separately and noted where increases would be needed.

LSCA Grant at San Francisco Library

The City Librarian stated that he had attended a meeting in San Francisco with representatives from libraries from San Mateo and San Francisco County Libraries. It is possible to apply for a federal grant to provide area wide reference services.

CLA Reorganization

A letter from CLA president reported that CLA may be reorganized so there will be district chapters of the subject sections of CLA. The existing districts may be broken up. The Chair called the member's attention to the Golden Gate District meeting on May 18, 1968 in the Claremont Hotel in Berkeley. All board members were urged to attend.

REPORTS

The monthly statistics and lists of books cataloged were distributed.

There being no further business the meeting adjourned at 10:00 P.M.

Samuel C. Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 8, 1968

Present: Sarah Kelechava, Gertrude Kendree, Helen Staub, Maude Hanselman, and the City Librarian

Excused: Rabbi Morris

The meeting was called to order by the President pro-tem at 8:10 P.M.

Minutes: The minutes of the meeting of March 13, 1968 were accepted after being amended as follow:

Under the paragraph: Report on Formation of a Joint Council: The City Librarian was directed to write a letter to the Jefferson Elementary School District, Jefferson Union High School District, San Mateo Junior College District, Friends of the Library and the Council of PT-A

Old Business

General plan of services and growth of the Daly City Public Libraries, Statement of objectives

The matter was tabled. The Chair directed the City Librarian to submit to the members of the Board of Trustees a letter outlining the need for a general plan.

Golden Gate District Meeting

The Golden Gate District meetings will be held on May 18 at the Claremont Hotel in Berkeley. Board members were urged to attend.

Letters

A letter was read from H. T. Loring regarding a hazardous condition in front of the Daly City Public Library at 275 Southgate. The City Librarian was directed to refer this letter to the City Engineer.

Plan of Service, Peninsula Library Association

The City Librarian reviewed the plan of service for the Peninsula Library System. He stated that on May 20 he would meet with the City Council to discuss this proposal. Mrs. Kendree moved that the proposed plan of service for the Peninsula Library System be presented to the City Council for their approval. Mrs. Hanselman seconded, motion carried.

Summer Reading program

The city librarian outlined the summer reading program that may be proposed to be carried jointly with the Community Action Council.

The city librarian stated that the children's librarian will have the same type of reading program for the Daly City Public Libraries that has been carried out in past summers. Several Board members expressed their approval of this type of summer program.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

Reports

The reports were distributed. It was noted that the circulation at both libraries has increased with Bayshore remaining stable.

There being no further business the meeting adjourned at 11:00 P.M.

Samuel C. Chandler

Samuel C. Chandler, Librarian

DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

AGENDA

June 12, 1968

Since a quorum will not be present, there will be no meeting of the Board of Trustees for June, 1968.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

July 10, 1968

Members present: Sarah Kelechava, Gertrude Kendree, Helen Staub and the City Librarian.

Excused: Maude Hanselman and Rabbi Herbert Morris

Minutes: It was moved that there was no June meeting and a statement to that effect be prepared.

OLD BUSINESS

Joint Library Council

The City Librarian reported that Dr. Harold Tonini had been appointed to the Joint Library Council from the Jefferson Secondary School District. Robert Muller and Maude Flack had been appointed from the Jefferson Elementary School District. Mrs. Staub moved, Mrs. Kendree seconded that the Board of Trustees write a letter to the City Council asking that the Council arrange a meeting with the Jefferson Secondary School District Board to discuss cooperative use of library facilities. The motion carried.

Cooperation with the Neighborhood Youth Corps and the Community Action Council

It was noted that four girls from the Neighborhood Youth Corps and three from the Community Action Council are employed in the summer program. Each girl works twenty-six hours a week.

Librarian I

Miss Carol Jenkins has been appointed Librarian I and will report to work on July 15, 1968.

Projected Branch Libraries

The City Librarian reported that in relation to the general plan, he had been required to submit rough estimates of plans and costs for the three buildings mentioned in the general plan.

The estimates are as follows: Serramonte Library--plans call for it to be the central library of the City of Daly City--20,000 square feet; John D. Daly Library--remodel the City Hall on Wellington Street for a total of 7,500 square feet. This does not include areas of the basement that are not excavated room height. Bayshore Library--6,000 square feet.

If these libraries were built at the present time, the estimated cost would be over $25.00 per square foot. In all probability, this amount will increase between now and construction.

The City Librarian reported that the site for Serramonte Library had been chosen. It will be at the edge of a city Park on Callan Boulevard.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

General Plan

Mrs. Staub reported that she had attended various hearings on the General Plan for the City of Daly City. She has been given several opportunities to impart information about the Public Library Department.

NEW BUSINESS

Summer program

In cooperation with the Jefferson Elementary School District, school libraries in Crocker School and Franklin D. Roosevelt School are being kept open for the summer. Under the direction of the City Librarian, girls from the Neighborhood Youth Corps and the Community Action Council are serving in these schools.

The summer program operating in all branches of the Public Library and in the school libraries is known as the Pirate's Treasure Club. The City Librarian reported that this program is proving very successful.

In addition to the programs already mentioned, the traditional summer story hours have been expanded with girls from the Community Action Council assisting the Children's Librarian.

Finger plays and tween discussion groups are exciting innovations.

Election of Officers

Mrs. Kendree nominated Mrs. Hanselman as President of the Board of Trustees. Mrs. Staub seconded, motion carried.

Mrs. Kelechava nominated Mrs. Kendree to be the President pro tem. Mrs. Staub seconded, motion carried.

Reports

Reports for June were distributed and noted. There being no further business, the meeting adjourned at 10:20 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

August 14, 1968

Members Present — Sarah Kelechava, Gertrude Kendree, Maude Hanselman, and the City Librarian

Excused: — Rabbi Herbert Morris and Helen Staub

MINUTES: — It was moved that the minutes be accepted as submitted after the following corrections were made in the first paragraph: "Jefferson secondary School District" to read Jefferson Union High School District in both places in paragraph one.

OLD BUSINESS

Summer Program

The City Librarian reported that the final day of the summer reading program would be August 27, 1968. On that day, the Friends of the Daly City Public Libraries will sponsor two parties--one at Roosevelt School in the multi-purpose room, the other at the Crocker School in the multi-purpose room or at the Lincoln Club House.

The City Librarian showed the Pirate's log books that had been completed at the schools. He noted that at Roosevelt School, the children have filled two books; at Crocker and Bayshore at least a book and a half; at Westlake and John D. Daly one book. He noted at Crocker Schoool the children came in and stayed all day but did not check out many books. He stated in the future, it might be wise to furnish such reading rooms with games, phonographs, pictures and other things that would benefit non-readers. He stated that as a whole, the summer program was very successful.

LETTER TO THE CITY COUNCIL PROPOSING A JOINT MEETING OF THE CITY COUNCIL AND THE JEFFERSON UNION HIGH SCHOOL DISTRICT

The City Librarian was directed to forward to the City Manager suggestions of items for an agenda for a meeting of the City Council and the Board of the Jefferson Union High School District.

The items suggested were:

a. A study of how library service can be extended.
b. Cultural services.
c. Technical library service.
d. Exchange of educational materials on the secondary level.
e. Cooperation of high school libraries during the summer similar to that cooperation that has been done with the elementary schools.

PROPOSED STUDY OF PUBLIC LIBRARY DEVELOPMENT IN THE CITY OF DALY CITY

Mrs. Kendree moved, Mrs. Kelechava seconded, that the Boad of Trustees of Daly City make a general statement of objectives and projections for library service within the City of Daly City, motion carried. Mrs. Kelechava moved,

Mrs. Kendree seconded that the chairman provide time at the next meeting for the study of one portion of the above. Motion carried.

LETTERS

A letter from the State Library commending the Daly City Public Library for its cooperation with the Jefferson Elementary School District in the summer reading program.

There was also a commendation in the State News Notes to the effect that this type of cooperation was a step in the right direction.

NEW BUSINESS

Service to Minorities

The City Librarian reported that the application for a Demonstration Project for San Francisco and the Public Libraries in San Mateo County had been denied and the State Librarian had suggested that the request be revised. To this end, the Librarians of San Mateo County have been meeting to consider items for the request.

TRUSTEE'S WORKSHOP

The City Librarian asked if the Board of Trustees would be interested in attending workshops with Trustees from other San Mateo County cities. The Trustees agreed that such a cooperative workshop would be helpful.

REPORTS

The reports were distributed and discussed.

Adjournment:

There being no further business, the meeting adjourned at 10:30 P.M.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

Sept. 11, 1968

Since a quorum was not present, the September meeting was cancelled.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 9, 1968

Present: Sarah Kelechava, Gertrude Kendree, Helen Staub, Maude Hanselman and the City Librarian

Absent: Rabbi Herbert Morris

The President called the meeting to order at 8:10 P. M.

The minutes of the meeting of August 14, 1968 were approved as submitted.

JOINT LIBRARY COUNCIL

The City Librarian reported that the membership of the Joint Library Council is Mrs. Gladys George representing PTA, Mrs. Richard Powell of the Friends of the Library, Mr. Robert Muller of the Jefferson Elementary School District, Dr. Harold Tonini of the Jefferson Union High School District and the City Librarian.

The City Librarian said that he planned to join Mr. Muller and Dr. Tonini in requesting that the Joint Library Council consider the following subjects:

1. Summer service in the high school libraries including a discussion of the nature of the service and the location and arrangement of the libraries.

2. Need of correlation between teachers and libraries.

3. Cooperative programs such as special events--Friends of the Library annual meetings could be extended to the schools. School districts make city-wide coverage of public events.

The City Librarian reported that the City Council and the School Boards have scheduled meetings during the year and that the agendas will include matters pertaining to the libraries. The Board of Trustees of the Daly City Public Library and the Joint Library Council are invited to suggest items for the agendas of these meetings.

The Chair directed the City Librarian to write a letter to Mr. Phil Garlington of the San Mateo Junior College asking him for a representative from the Junior College District to serve on the Joint Library Council.

Report of the Projected Library System

The City Librarian reported that five city libraries from San Mateo Cty. Cities had submitted an application for the formation of a system. If it is approved by the State Board, the libraries will seek final approval from the City Councils. The establishment grant is $50,000--$10,000 per library.

REPORT ON DEMONSTRATION PROJECT

An application for a demonstration project including seven libraries of San Mateo County, the County Library and San Francisco County was not

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

approved because the State felt that it should contain some items more applicable to San Mateo County. The libraries, therefore, have met and now ask that the application include:

1. Communications network which will make all the collections of each library useful to the patrons of all the libraries.
2. Workshop and staff development.
3. A last copy retention facility.
4. A resource center to include union files.
5. Reference centers.

CLOSING HOURS FOR JOHN D. DALY LIBRARY

Mrs. Kendree moved thatthe John D. Daly Library be open from 10:00 A. M. to 8:00 P.M. with no closing for the dinner hours. Mrs. Staub seconded, motion carried.

SALARY SURVEY

This topic was tabled until the next meeting.

REQUEST FROM SAN MATEO PSYCHIATRIC VOCATIONAL SERVICE

The City Librarian reported that the San Mateo Psychiatric Vocational Office requested that one or two of its patients be allowed to work in the library on a volunteer basis. The Board agreed that this would be a valuable contribution to the rehabilitation of these patients and agreed that the library should cooperate.

BUDGET--1968-1969

The City Librarian reviewed the budget for 1968-1969.

CALIFORNIA LIBRARY ASSOCIATION MEETING

The City Librarian reported that the Assistant City Manager stated that one of the members of the Board of Trustees would be allowed to go to the CLA Convention in San Diego. All members agreed it was now too late to make any plans for attendance of any of its members at the CLA Convention October 22nd to October 26th.

REPORTS

The Board of Trustees noted the drop in circulation, registrations, and books processed. This is due to the fact that the Library was closed for almost four weeks during the strike.

There being no further business, the meeting adjourned at 10:00 P.M.

Samuel C. Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November 13, 1968

Present: Sarah Kelechava, Gertrude Kendree, Helen Staub, Rabbi Morris and the City Librarian

Excused: Maude Hanselman

The President pro tem called the meeting to order at 8:10 P. M.

The minutes of the meeting of October 9, 1968 were amended with the addition under the following heading as follows:

REQUEST FROM SAN MATEO PSYCHIATRIC VOCATIONAL SERVICE

The City Librarian was directed to clear through the City Manager's office regarding the responsibility of the city in the event of an accident, etc., with the person now working at the library from the San Mateo Psychiatric Service. The minutes with this addition were approved as submitted.

OLD BUSINESS

SALARY SURVEY

The City Librarian reviewed the 1968-1969 schedules of the City of Daly City. He noted that the city now has employees at 40 hours a week, 37½ hours a week and 63 hours a week. The City Librarian reported that the comparison of salaries paid in cities of comparable size show that Daly City pays comparable salaries, however, some upgrading is still necessary.

NEW BUSINESS

STUDY OF LIBRARY SERVICES FOR THE DALY CITY PUBLIC LIBRARIES

The City Librarian suggested that the Board of Trustees consider a study of what constitutes library materials. The Board of Trustees agreed that selection of materials was governed by the current book selection policy and therefore, within the scope of the City Librarian's assignment.

JOINT LIBRARY COUNCIL

The City Librarian reported that the College of San Mateo and the Friends of the Library plan to present a series of lectures at the Westmoor Little Theatre.

REPORT ON CALIFORNIA LIBRARY ASSOCIATION CONVENTION

The City Librarian reported at the CLA Convention, there were service meetings that emphasized service to minority groups and discussion on how to take the library to older people who are unable to get to the library.

He said he felt the Daly City Public Library should give greater service. A discussion followed.

BRANCH SERVICE POLICY

The City Librarian reported that he has been called to go to Sacramento on November 15, 1968 to discuss the application of five San Mateo County Libraries for a system. In order to qualify under this system, each

library maintaining branches is required to formulate a Branch Standard Policy. He presented to the Board a draft of a policy that would meet CLA standards. After some study the Board formulated a policy. Rabbi Morris moved that the policy be accepted. Mrs. Kelechava seconded, motion carried.

The City Librarian was directed to bring to the Board meetings copies of correspondence pertaining to the Board of Trustees.

There being no further business, the meeting adjourned at 10:15 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

December 11, 1968

Present: Maude Hanselman, Sarah Kelechava, Gertrude Kendree, Helen Staub, Rabbi Morris and the City Librarian

Absent: None.

The President called the meeting to order at 8:10 P. M.

The minutes of the meeting of November 13, 1968 were accepted as submitted.

OLD BUSINESS

REPORT ON DEMONSTRATION PROJECT

The City Librarian read a letter from Mrs. Carma R. Leigh, State Librarian, stating that the proposal for a demonstration project involving the San Francisco Public Library and San Mateo County Libraries could not be funded at this time. She suggested that a revised proposal be made in the spring of 1969.

REPORT ON PENINSULA LIBRARY SYSTEM

The City Librarian read a letter from Mrs. Carma Leigh stating that the application for a system of five San Mateo County Libraries had been disapproved. The State Librarian suggested that another plan of service be devised and submitted for approval in the next fiscal year.

A letter from Karl Vollmeyer, Librarian of Redwood City, reporting a conversation with Mrs. Leigh was read. It gave more information on the failure of the State Board to approve the formation of the Peninsula Library System.

COMMUNICATIONS

A communication from Mr. Grant of the Community Education Department of the College of San Mateo requested the Library Trustees to sponsor a leadership training institute on April 19, 1969. The Board of Trustees requested the City Librarian to obtain more information. The Chair wondered if it were in the province of the Board to sponsor such programs and directed the City Librarian to talk to the City Attorney and the City Manager.

NEW BUSINESS

Survey of Public Relations

A public relations project from the South San Francisco Public Library was presented. Following a discussion, Mrs. Kelechava moved that a brochure be designed describing the services of the Daly City Public Libraries. Mrs. Kendree seconded, motion carried. The Chair directed that the brochure and its distribution be considered during the January meeting of the Board.

CLA GUIDE LINES AND STANDARDS

The City Librarian introduced the proposed CLA Guidelines and Standards for Public Library Service. He stated his belief that the Daly City Public Library should start to build a department for young adults. He noted the need for school visits and discussion groups which emphasize the young adult interests. There is a need for more cooperation with public and parochial schools as well as youth groups in the community.

LIBRARIAN I POSITION

On December 16, 1968, Nina Fenenbock will report to work on a temporary basis contingent upon taking an examination that will be given during the early part of the year.

There being no further business, the meeting adjourned at 10:00 P. M.

Samuel C Chandler

Samuel C. Chandler, Librarian

1969

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

January 8, 1969

Present: Maude Hanselman, Sarah Kelechava, City Librarian and Carol Jenkins, Readers' Service Librarian

Excused: Gertrude Kendree, Helen Staub

Since there was not a quorum present, no meeting was held. However, the members of the Board that were present reviewed some fliers and book marks that the library staff had prepared.

Miss Jenkins spoke with the Board members about reference tools that can be found in the Daly City Public Library. The City Librarian spoke of plans to increase the amount of reference book shelving in the Westlake Library.

Samuel C. Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

February 12, 1969

Roll Call — Mrs. Hanselman, Mrs. Staub, Mrs. Kendree, Mrs. Kelechava, Rabbi Morris and the City Librarian.

MINUTES — The minutes of the meeting of December 11, 1968 were approved as submitted.

OLD BUSINESS

SAN MATEO COUNTY CONTRACT

The Chair directed the City Librarian to read a letter from Mr. David R. Rowe, Assistant City Manager, that reviewed the library service agreement between the City of Daly City and the San Mateo County Library and suggested several means of increasing the value of county services.

Mrs. Staub moved that the Board of Trustees go on record favoring the addition of bookmobile service to the stipulation of the present contract. Mrs. Kendree seconded, motion carried.

PERSONNEL

The City Librarian reported that Miss Joy Belle Jackson would retire on February 19, 1969.

A luncheon in her honor had been scheduled for February 18. He asked if the members of the Board of Trustees could be present. Four members indicated their intention to attend.

Mrs. Hanselman moved that the Board present Miss Jackson with a corsage. Mrs. Staub seconded, motion carried.

The chair directed the City Librarian to prepare a letter from the Board of Trustees thanking Miss Jackson for her years of service.

RECRUITMENTS

The City Librarian reported that examinations have been scheduled for both Librarian I and Librarian II.

CORRESPONDENCE

A letter from Rose Marie Kraus protesting her being assigned to the John D. Daly Branch until a Librarian II could be hired was read.

The Chair ruled that the matter is administrative and directed a reply stating so be sent to Miss Kraus.

NEW BUSINESS

LETTER FROM PLECC REGARDING PARA PROFESSIONALS AND LIBRARY TECHNICIANS

A letter from Public Library Executives of Central California was read. It suggested that public libraries investigate ways of standardizing job descriptions and duties for the various categories of library personnel in the libraries of California. The Board indicated its willingness to participate in such a study.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

REPORTS

The reports were distributed and noted.

There being no further business the meeting adjourned at 10:00P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

March 12, 1969

Roll Call — Mrs. Hanselman, Mrs. Staub, Mrs. Kendree and the City Librarian

Excused — Sarah Kelechava

Absent — Rabbi Morris

Minutes — The minutes of the meeting of February 12, 1969 were approved as submitted.

OLD BUSINESS

County Contract

The City Librarian read a copy of the resolution passed by the City Council of the City of Daly City stating that the City of Daly City wished to terminate the exchange of service agreement with San Mateo County and negotiate a new agreement. He read a letter to the County Manager and the County Librarian that stated the city's intent. He reported that he had been instructed to meet with the County Librarian for preliminary discussion.

Correspondence

A letter of thanks was read from Joy Belle Jackson.

A letter from Karl Vollmeyer was read. Mr. Vollmeyer asked the Board of Trustees to state its position on a proposed system with seven city libraries and the San Mateo County Library.

Mrs. Kendree moved that the Board go on record favoring a system that would include the county library and the municipal libraries. Mrs. Hanselman seconded.

Annual Report

Copies of the annual report of 1968 as submitted to the City Manager were distributed. The components were discussed.

OLD BUSINESS

Review of major policies and standards

This topic was tabled until the April meeting.

REPORTS

The monthly reports were distributed and it was noted that circulation is leveling off.

Samuel C Chandler

SAMUEL C. CHANDLER, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

April 16, 1969

Roll Call — Mrs. Hanselman, Mrs. Kendree, Mrs. Kelechava and the City Librarian

Excused — Mrs. Staub, Rabbi Morris

Minutes — The minutes of the meeting of March 12, 1969 were approved as submitted.

OLD BUSINESS

A. County Contract

The City Librarian reported that he had scheduled a meeting for April 21 with the County Librarian.

B. Cooperative System

A report from Karl Vollmeyer, Librarian for Redwood City, indicates that the Library Boards and the cities of San Mateo County have expressed a desire to effect a San Mateo County System if possible.

As a result, a meeting of Librarians and City Managers has been scheduled for April 23, 1969.

NEW BUSINESS

Charts comparing circulation, budgets, salaries, personnel and working conditions in the libraries of cities of 50,000 to 100,000 population were distributed.

It was noted that Daly City is near the bottom in most things but is yearly advancing.

A report from Bernard Golump of the Education Committee of the Public Library Executives of Central California was considered. The report calls for coordinating job descriptions and certification for Librarians, Para-Librarians, Library technicians, and Library clerks. It further calls for establishing the machinery to provide training or education for persons desiring to qualify for certification in one of the above-mentioned positions.

It was noted that a workshop for Friends of the Library will be held in Santa Rosa on April 19, 1969.

The City Librarian has had no report as to how many people will be attending from the Daly City Chapter of Friends of the Library.

REPORTS

The monthly reports were distributed and noted.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

May 14, 1969

Roll Call Mrs. Hanselman, Mrs. Kendree, Mrs. Staub and the City Librarian

Excused Mrs. Kelechava, Rabbi Morris

OLD BUSINESS

County Contract

The City Librarian read a letter from Virginia L. Ross, Librarian of the San Mateo County Free Library suggesting a contract of one year's duration with these provisions:

1. The County Library would supply Bookmobile service to Daly City as requested by the City but not to exceed 3 hours of service per week.

2. The County book stock at the City Library be gradually phased out over the next year. During this period, the County Library would continue to supply request service and bibliographic services as a part of our services related to access to County resources.

3. In exchange for these services, the City Library agrees to serve residents of the Broadmoor Village and Colma from the City Library.

4. Terms of the agreement to be one year only. In the interim, a study of the mutually desired services could require complete contract service revision.

The Chair instructed the City Librarian to inform the City Manager of the Board's interest in a contract along the lines suggested by Miss Ross.

San Mateo County System

Upon the direction of the Chair, the City Librarian reported that the City Managers and City Librarians had met with the Assistant County Manager and the County Librarian and agreed that an attempt should be made to form a system.

A committee of city librarians was appointed to write a new plan of service and submit it for review.

Certification of Para Professionals and Library Technicians

A report of the interest of PLECC in suggesting standard duty statements and titles for library personnel in the San Francisco Bay Area was read.

The City Librarian said he had been appointed to a committee of PLECC members to pursue the matter.

Letters

A letter was read from Mrs. Dan D. Newton, President of the North San Mateo County League of Women Voters requesting permission for the League to meet in the Westlake Library at 9:30 A.M. on the first and third Tuesdays of each

month.

The request was referred to the City Librarian to make a decision in consultation with the City Manager and the City Attorney.

Edward Frank, Retirement

Mrs. Kendree moved that the Board of Trustees send a letter to Mr. Edward Frank on the occasion of his retirement. Mrs. Hanselman, seconded, motion carried.

NEW BUSINESS

Summer Program

The City Librarian said plans are being formed for an effective summer program. If the plans materialize, the City Libraries will be cooperating with the City Recreation Department and the Jefferson Elementary School District.

The program will include a reading club similar to last year's successful program and more story hours than ever before.

Personnel Placement

Mrs. Shelia Canover has been hired and will report to work June 2, 1969.

Miss Jenkins, Mrs. Gates, Mrs. Passafiume and one other part-time Library Assistant II will be assigned to the John D. Daly Library.

Federal Budget Cuts

A letter from CLA requests members to write to their Congressmen in opposition to President Nixon's proposal to cut federal monies earmarked for libraries and education.

Review of Policies

The City Librarian suggested that a review of policies and practices is necessary.

He cited, for example, the Board's ruling that artists cannot place prices on or near the pictures they exhibit in the Coral Room.

The chair directed that the matter be referred to the City Attorney and that the City Librarian bring to the next meeting a statement of the policies he thinks should be reviewed.

Review of Young People's Status as Borrowers

The subject was tabled until the next meeting.

There being no further business, the meeting adjourned.

Samuel C. Sandler

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

June 14, 1969

Members Present: Mrs. Hanselman, Mrs. Kendree, Mrs. Staub, Mrs. Kelechava and the City Librarian

Members Absent Rabbi Morris

Guests City Manager, Mr. Ed Frank

The minutes of the meeting of May 14, 1969 were amended under paragraph entitled "COUNTY CONTRACT," to read as follows:

The Chair instructed the City Librarian to inform the City Manager that the Board was interested in the suggestions offered by Miss Ross.

With this revision, the minutes were accepted as submitted.

OLD BUSINESS

COUNTY CONTRACT

The Librarian reported that Miss Ross was out of town at the present time and negotiations for a county contract would resume as soon as she returns.

NEW BUSINESS

SAN MATEO COUNTY SYSTEM

The City Librarian reported that he had been appointed to a committee to write a plan of service to accompany an application for a system consisting of seven cities and the County Library. He outlined the proposals that the committee is prepared to submit and pointed out how a system along these lines would benefit Daly City. He noted that before the system is presented to the State Library, the plan of service will have to be approved by each City Council and the Board of Supervisors.

SUMMER READING PROGRAM

The City Librarian reported that there would be no auxiliary libraries in the schools this year. The Library is cooperating with recreation in story telling. Miss Kraus is having her regular story hours at Westlake, John D. Daly, and Bayshore Libraries.

The Board agreed that the theme for this year's Summer Reading Club would be "SPACE EXPLORER'S CLUB."

USE OF CORAL ROOM FOR GROUPS

The policy on the use of the Coral Room for groups was reviewed. The Board was unanimous that a request from the League of Women Voters to use the Coral room be denied. The City Librarian was instructed to inform them and to make them aware of the policy.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

POLICIES AND PRACTICES

This subject was held over until the July meeting.

CHANGE OF PLACE FOR MEETING OF THE BOARD OF TRUSTEES

The City Librarian reported that the Daly City City Hall is available for meetings on the second Wednesday of each month. The City Librarian was instructed to notify the newspapers of the change in the meeting place. The July meeting will be held in the Council Chambers of the City Hall. Since the Council Chambers are not available for the September and November meetings, the meeting will be held in the lunch room.

The City Manager offered some suggestions for negotiating a county contract. He also stated that the new City Manager had made plans to attend the Board of Trustee's meeting quarterly.

REPORTS

The reports of circulation statistics and processing for the month of May were distributed to the Board.

There being no further business, the meeting adjourned at 10:oo P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

July 9, 1969

Members Present: Maude Hanselman, Helen Staub, Sarah Kelechava and the City Librarian

Excused: Gertrude Kendree
Absent: Rabbi Morris
Guests: Dave Rowe, Assistant City Manager

The minutes of the meeting of June 14, 1969 were accepted as submitted.

OLD BUSINESS

County Contract

The City Librarian discussed the points of negotiation for a county contract. He stated that efforts were being made to schedule a meeting with the following attending: Virginia Ross, County Librarian, the Assistant County Manager, the City Manager of Daly City and the City Librarian.

Mrs. Staub moved that a bulletin be prepared to bring the Broadmoor-Colma people up-to-date on our efforts to negotiate a county contract. The wording of the bulletin to be approved by the City Manager and the City Council before it is distributed and this same bulletin to be sent to the newspapers. Mrs. Kelechava seconded, motion carried.

SAN MATEO COUNTY SYSTEM

The City Librarian reported on the progress of the San Mateo County System. He stated that Mr. Bill Zion is working on a plan to determine if there will be an imbalance of service. This study will be completed before a plan of service is ready for submission to City Councils. He also stated that a committee of City and County Librarians is writing a new plan of service which is more favorable to the cities than some that have heretofore been drawn up. He said the suggested plan of service has been mailed and the City Librarians have until July 15, 1969 to return it. When the plan is formalized, it will be presented to the governing bodies of the various cities and the County.

SUMMER READING PROGRAM

The City Librarian stated that there were story hours in four schools, namely, Thomas Edison, Skyline, Colma and the Franklin D. Roosevelt. Also there are story hours at Westlake, John D. Daly and Bayshore Libraries.

The summer reading program in the main library and the two branches is proving successful.

POLICIES AND PRACTICES

The City Librarian reported that interlibrary loans are a great problem to all libraries and he suggested that 10¢ be charged for the postal card in place of the 6¢ now being charged. The Board concurred that the price should be raised so that it would be more realistic.

Review of the present policies and practices was tabled until the next meeting.

ELECTION

Mrs. Staub nominated Mrs. Kendree for President, Mrs. Kelechava seconded. Mrs. Kelechava nominated Mrs. Staub for President pro tem, Mrs. Hanselman seconded. Both were elected by unanimous vote.

BUDGET

The City Librarian reviewed the 1969-1970 budget.

LETTER TO MEMBERS OF CONGRESS

The City Librarian was directed to write a letter to the California Senators opposing the President's cutback in federal appropriations for the Office of Education which would eliminate vital library programs.

REPORTS

Lists of books that are kept on the closed shelves were distributed. A roster of present employees at all three libraries and the circulation statistics were distributed.

There being no further business, the meeting adjourned at 10:10 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

August 13, 1969

Present: Gertrude Kendree, Sarah Kelechava, Helen Staub and the City Librarian.

Excused: Maude Hanselman

Absent: Rabbi Morris

Guests: City Manager and Virginia Ross, County Librarian

The minutes of the meeting of July 9, 1969 were approved as submitted.

OLD BUSINESS

COUNTY CONTRACT

The City Librarian stated that the City Manager had met with Mr. Middaugh, Mr. Kidney and Miss Ross to discuss the terms of the agreement for library service.

The City Manager reviewed the terms of the agreement and stated that the areas of San Mateo County that will receive service if the contract is executed are unincorporated Colma, Town of Colma, Broadmoor, and Garden Village.

After discussion, the Chair directed the City Librarian to write a letter to the City Council indicating that the Board of Trustees recommends the adoption of the agreement.

SAN MATEO COUNTY SYSTEM

The City Librarian reviewed the components of a suggested Plan of Service for a Peninsula Library System. He stated that the application for a system must be filed by September 30, 1969. He stated that the next step is for each city library and the County Library to obtain a resolution approving the system from its governing body.

The Chair directed the City Librarian to write a letter to the City Council indicating their recommendation that the City Council pass a resolution of intent to join a system that shall be known as the Peninsula Library System.

CORRESPONDENCE

The City Librarian read letters from Senator George Murphy and Representative Paul N. McCloskey regarding the Library Services and Construction Act.

RESIGNATION

The City Librarian reported that Nina Fenenbock had resigned effective August 29, 1969 to accept a position in the southern branch of the Berkeley Public Library.

There being no ~~further business~~, the meeting was adjourned to August 21, 1969 at 1:00 P.M. in the City Librarian's office.

Samuel C Chandler

Samuel C. Chandler, Librarian

August 13, 1969

At this meeting, the City Manager stated that if a Peninsula Library System were formed and it would in any way interfere with the present county contract, Daly City would withdraw from the System.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

SPECIAL MEETING

August 21, 1969

Present: Mrs. Kendree, Mrs. Hanselman, Mrs. Kelechava, and Mrs. Staub

Absent: Rabbi Morris

BAYSHORE HOURS

The City Librarian reported that a study had been made of the hours that the Bayshore Library is open. The Chair directed the City Librarian to explore the feasibility of setting the Bayshore Library hours as follows: Monday and Wednesday 2:00 P.M. to 7:30 P. M.; Tuesday, Thursday, Friday and Saturday, 2:00 P.M. to 5:00 P.M. Mrs. Staub suggested this schedule be tried for 90 days to see if this schedule is a success.

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT WITH THE COUNTY OF SAN MATEO FOR LIBRARY SERVICES

Mrs. Kelechava moved that the Board adopt a Resolution authorizing execution of a contract with the County of San Mateo for library services. Mrs. Hanselman seconded, motion carried:

Ayes: Kendree, Hanselman, Kelechava, Staub.
Noes: None
Absent Rabbi Morris

The Chair directed the City Librarian to have the spelling of the word Town in the Resolution corrected.

REQUEST FROM HARRINGTON REALTY TO RELIEVE A SAFETY HAZARD AT THE WESTLAKE LIBRARY

The City Librarian was directed to contact Mr. Vincent to see about getting a screen built on the end of the Westlake Library to deter the youngsters from sliding down the pole.

There being no further business, the meeting adjourned at 2:00 P. M.

Samuel C. Chandler

Samuel C.Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

September 17, 1969

Members present: Mrs. Kendree, Mrs. Hanselman, Mrs. Kelechava, Mrs. Staub and the City Librarian.

Members absent: Rabbi Morris

Minutes: The minutes of the meeting of August 13, 1969 were accepted as submitted.

OLD BUSINESS

A contract between the City of Daly City and the San Mateo County Library providing library service for the people of Colma, Colma unincorporated, Garden Village and Broadmoor has been approved by the Board of Supervisors and the City Council.

Upon the suggestion of the City Manager, the Chair directed the City Librarian to send a letter to the people who live in the Colma, Broadmoor, and Garden Village areas stating that each patron must re-register. Each letter should include application blanks and a self-addressed envelope.

The City Librarian read a letter from Virginia Ross, County Librarian, written to the residents of Pacifica informing them that they are not now eligible to use the Daly City Public Library.

Miss Ross asked that she be sent a copy of any letter the City sends to Broadmoor-Colma residents.

PENINSULA LIBRARY SYSTEM

The governing board of the cities of Daly City, San Bruno, Burlingame, San Mateo and Redwood City and the County of San Mateo have passed resolutions of intent to join the Peninsula Library System. The application, plan of service, resolutions and extension policies will be sent to the California State Librarian.

The City Librarian reported that the Governor of California has abolished the State Board, Library Development Board.

PUBLIC LIBRARY EXECUTIVES OF CENTRAL CALIFORNIA

A committee from the Public Library Executives of Central California has been studying ways to standardize job titles and job descriptions. If PLECC accepts the conclusions of the Committee, it will refer the matter to CLA for action throughout the entire state.

The titles and descriptions will be presented to PLECC on Friday, September 19, 1969.

SAFETY HAZARD

The Maintenance Division is designing something that will prevent children from walking on the garden wall in front of the Westlake Library.

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

NEW BUSINESS

PERSONNEL

Mr. Chandler reported that the following persons will be hired to fill vacancies on the library staff:

Robert Kearney - Librarian I
Jessica Batinich - Library Assistant II
Nadine Nappi - Library Assistant II
Grace Evans - Library Assistant II, recurrent

IDENTIFICATION OF PERSONNEL

Mrs. Kendree noted that the turn over of personnel at the charging desk makes it necessary to find a means of identifying staff members.

The Chair directed the City Librarian to find a means of identifying the personnel.

ABSENCE FROM LIBRARY TRUSTEE MEETINGS

It was noted that the repeated absences of Rabbi Morris is a deterrent to the work of the Library Trustees. The Chair directed the Librarian to inform Rabbi Morris that he should request a leave of absence for the next three meetings since he has stated that he will not be able to attend them.

CALIFORNIA LIBRARY ASSOCIATION CONVENTION

The Chair directed the City Librarian to make reservations for Board members to the various meetings of the CLA Convention.

LIBRARY BILL OF RIGHTS

New events in the endless battle over censorship were noted. Copies of the Bill of Rights were distributed.

The matter was referred to the next meeting.

REPORTS

Reports for the month of August were distributed.

There being no further business, the meeting adjourned at 9:45 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

October 9, 1969

Members Present: Mrs. Kendree, Mrs. Hanselman, Mrs. Staub, and the City Librarian.

Members Excused: Rabbi Morris and Sarah Kelechava.

Minutes: The minutes of the meeting of September 17, 1969 were approved as submitted.

OLD BUSINESS

Library Bill of Rights and Book Selection Policy

The Librarian stated that the library profession is concerned about new approaches to censorship employed by militant groups.

After discussion was held, Mrs. Hanselman moved, Mrs. Staub seconded that Paragraph 5 of the Book Selection be changed to include the words: "Books which are lewd, obscene, profane or pornographic and with no apparent redeeming social importance shall not be admitted to the library."

Closed Stack Policy

The close stack policy was reviewed and it was the consensus of the Board Members that this policy remain unchanged.

Library Bill of Rights

The Chair noted that each board member has been given a copy and suggested that it be put in the book of policies and other materials.

Report on San Mateo Contract

The City Librarian reported that 1,500 copies of the letter explaining the points in the County Contract had been sent to residents of Colma, Colma unincorporated, Garden Village and Broadmoor. To date there have been 382 letters returned with applications for library cards. There were 42 returned stating that person had moved or that no one was living at that address.

CORRESPONDENCE

A letter was read from the Daughters of the American Revolution thanking the Library for their cooperation in supplying a display table for the Constitution Week Posters.

A letter was also read from Senator Alan Cranston stating that he is backing the appropriation for education programs, including construction of public library facilities and library and teaching materials.

Painting the Westlake Library

A note from the maintenance department stated that it desires to paint the Westlake Library and asked the Board to choose a color. Mrs. Staub moved and Mrs. Hanselman seconded that the library be painted the same color as it is now. Motion carried.

The City Librarian reported that the Maintenance Department has placed one sleeve on the pole at the end of the Westlake Library to prevent children from sliding down it and injuring themselves.

NEW BUSINESS

New Equipment

The City Librarian reported plans to purchase a double island display case for John D. Daly Library to accommodate the periodicals and to place reference shelves where the periodicals are now displayed. He also reported that a display case will be constructed in the John D. Daly Library on the outside of the charging desk close to the entrance.

The City Librarian also reported that 2 new picture book sections had been added to the children's section of the Westlake Library and new reference shelving to the adult section of the same library. He also reported that two 9-drawer microfilm cabinets have been purchased to house films of periodicals.

Audio Visual Program

A report from the Peninsula Library Association called attention to audio-visual aids and materials available to public libraries. The Board members agreed that framed prints of great art should be acquired and that their purchase was preferable to joining a film circuit.

The City Librarian showed booklets on how to use the library and stated he believed the Daly City Public Library should produce one. The Chair directed him to design one and bring it to the next meeting.

Change in Monthly Book List

After discussion, it was decided to make up the monthly book lists in categories, omitting publisher and classification numbers.

Bayshore Library Hours

After a meeting with the staff at the Bayshore Library as directed, the Librarian reported that they wished to keep the same hours as they have had: 2 to 5 and 7 to 9 P.M. on Mondays and Wednesdays and 2 to 5 on Tuesday, Thursday, and Friday.

The chair directed that the hours be left as is for the time being.

Friends of the Library Gift for 1969

Discussion was held about the annual gift to the Library from the Friends. It was decided to spend the money that they give to buy books on California and what is available on San Mateo County from the Holmes Book Store.

Reports

The reports were distributed. It was noted that there was a difference in 12,000 circulation for September, 1969. The increase for this year was due to the strike when the Libraries were closed for 8 days in September of 1968.

Adjournment

There being no further business, the meeting adjourned at 10:30 P. M.

Samuel C Chandler

Samuel C. Chandler, Librarian

DALY CITY LIBRARY COMMISSION

- MINUTES OF THE REGULAR MEETING -

November 12, 1969

Members Present: Gertrude Kendree, Maude Hanselman, Paul Hupf, Sarah Kelechava, Helen Staub and the City Librarian.

Members Absent: None

Guests: Don Fleming

Minutes: The minutes of the meeting of October 9, 1969 were approved as submitted.

The Board of Trustees welcomed Mr. Hupf as a new member of the Board and expressed its pleasure at his appointment.

OLD BUSINESS

Peninsula Library System

The City Librarian said that in response to a request from the City Managers for a study of the inbalance of service, Mr. William Zion had been engaged to determine how the study should be made. His report calls for a survey to be made on a uniform form on pre-agreed days. The first of these surveys will be made on November 18, 1969.

Book Selection Policy

The adoption of the revisions to the Book Selection Policy was tabled until the next meeting. Mr. Hupf was asked to consult the new laws to see that the wording of the Book Selection Policy agrees with the statutes.

Correspondence

A letter to Rabbi Morris was read and approved and will be mailed.

A letter was read from the Friends of the Library stating that their gift of $350 was to be used to purchase reference books for all the libraries. The Chair directed the City Librarian to write a letter to the Friends of the Library thanking them for this gift.

A letter was read from the State Librarian. In it she outlined her concept of library service for all the people of California. The City Librarian noted that there have been complaints that the State Librarian and the State Board have made it difficult for city libraries to join systems.

NEW BUSINESS

Children's Book Week

The Librarian stated that November 16 was the beginning of Children's Book Week and the Daly City Libraries are planning to observe it.

COUNTY CONTRACT

The Librarian was instructed to furnish a copy of the County Contract to each of the Board Members.

CALIFORNIA LIBRARY ASSOCIATION CONFERENCE

Since CLA will meet in San Francisco in December, Mrs. Hanselman moved that the December meeting of the Board of Trustees be cancelled. Mrs. Kelechava seconded, motion carried.

There being no further business, the meeting adjourned at 9:30 P. M.

Samuel C Chandler

SAMUEL C. CHANDLER, LIBRARIAN

DALY CITY PUBLIC LIBRARY

Board of Trustees

December 10, 1969

Since CLA was meeting in San Francisco and a quorum would not be present, the meeting for December was canceled.